

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:

Graduate / Training Integration Management System (G/TIMS)

2. DOD COMPONENT NAME:

United States Air Force

3. PIA APPROVAL DATE:

12/14/23

HQ AETC A5Q

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.

Graduate Training Integration Management System (G/TIMS) is deployed as the Undergraduate Pilot Training (UPT), Undergraduate Navigator Training (UNT), Euro-NATO Joint Jet Pilot Training (ENJJPT) and graduate life-cycle flying training management system for Air Education & Training Command (AETC). G/TIMS is also used by Air Combat Command (ACC), Air Mobility Command (AMC), and Air Force Special Operations Command (AFSOC). It provides training management, scheduling, accounting and tracking for all AETC conducted Combat Crew Flying Training Systems for both fixed and rotary wing aircrafts. G/TIMS is the standard system used at all AETC undergraduate and graduate flying wings hosted on Windows Servers at each base/site and is in the process of transitioning to a government cloud environment. G/TIMS creates a common system that allows AETC to track an individual's flying training from inception to retirement and it eliminates the need for individual wings/MDSs to procure/develop independent tools. G/TIMS supports the military, training and education business function. In G/TIMS, the syllabi is designed and developed using automated tools and students are managed from start to graduation for all undergraduate and graduate flying academic courses and aircraft sorties. G/TIMS uses automated tools to accomplish the scheduling and utilization of training resources. Finally, flying training is performed, managed, and evaluated using automated COTS/GOTS products. PII collected: Citizenship, Home/Cell Phone, Mailing/Home Address, Military Records Official Duty Address, Place of Birth, Work E-mail Address, Birth Date, Marital Status, Official Duty Telephone, Position/Title, Rank/Grade, Security Information, DoD ID Number, Emergency Contact, Gender/Gender Identification, Name(s), Other ID Number, 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)

The information is used to determine an individual's status to receive training or qualification to administer training to others. The PII is used to properly identify each pilot and instructor.

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 information is necessary for tracking and validating training records and to verify individual's identity. Information will be used for record retention, information validation, and identification validation. If they decline to provide the requested information, they will not be able to participate in the flying training program or operational flying missions.

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.

Members may verbally consent during the initial face-to-face collection.

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. 9013, Secretary of the Air Force; AETCI 36-2605VI, Formal Flying Training Administration and Management; E.O. 9397 SSN, as amended.

Purpose: To properly manage flying training, progress tracking, and operational mission scheduling for students, instructors, and pilots.

Routine Uses: Information may be disclosed for any of the Routine Uses listed in the Systems of Records Notice.

Disclosure: Voluntary. However, if an individual declines to provide requested information, they will not be allowed to participate in the flying training program or operational missions.

System of Records Notice: 85 FR 84316; Defense Training Records, DoD 0005. (<https://dpcl.d.defense.gov/Portals/49/Documents/Privacy/SORNs/OSDJS/DoD-0005.pdf>)

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

Specify.

Information is shared within the USAF, Air National Guard and Air Force Reserve.

☐ Other DoD Components (i.e. Army, Navy, Air Force)

Specify.

☐ Other Federal Agencies (i.e. Veteran's Affairs, Energy, State)

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.

Segue contract FA3002-19-F-A004 PWS states:

4.6.3.1. Handling of Non-Public Information. In performance of this contract, the contractor may have access to Department of Defense (DOD) information. The contractor agrees (a) to use and protect such information from unauthorized disclosure IAW DOD Instruction 8582.01: Security of Unclassified DOD Information on Non-DOD Information Systems; (b) to use and disclose such information only for the purpose of performing this contract and to not use or disclose such information for any personal or commercial purpose; (c) to comply with other current Federal and DOD information protection and re-reporting requirements for specified categories of information (e.g., medical, proprietary, critical program information (CPI), Personally Identifiable Information (PII), export controlled); (d) to obtain permission of the Government Requiring Activity before disclosing/discussing such information with a third party; (e) to return and /or electronically purge, upon Government request, any DOD information no longer required for contractor performance; and (f) to advise the Contracting Officer and/or Contracting Officer's Representative of any unauthorized release of such information.

12.7. Personally Identifiable Information. The work in this task order requires access to sensitive but unclassified systems and PII. Contractor must protect IAW the following regulations.

- DOD Publication 5400.11-R – Privacy Program
- DOD Directive 5400.11 – DOD Privacy Program

☐ 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 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 | |

Data is both provided to and pulled from the Aviation Resource Management System (ARMS), the official, authoritative source for flying records. MILPDS also provides class start roster data via Excel spreadsheet; data is manually entered into G/TIMS.

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 checked="" 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 checked="" type="checkbox"/> Other (If Other, enter the information in the box below) | |

Common Access Card (CAC) is used to associate the member's G/TIMS profile to the CAC utilizing the member's DoD ID Number, aka EDIPI.

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.

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

(3) Retention Instructions.

T 36 - 44 R 01.00 - Tactics, Techniques and Doctrines Instruction -- Destroy 3 months after completion of training phase, provided flying time data are posted on individual training and flight records. (EXCEPTION: AFROTC forms and related papers are destroyed after 2 years.)
T 36 - 44 R 01.01 - Tactics, Techniques, and Doctrines Instruction AETC UNT, NBT, EWOT Training Records -- Destroy 1 year after completion of training, provided data are posted on individual training and flight records.
T 36 - 44 R 01.02 - Tactics, Techniques and Doctrines Instruction AETC Undergraduate Pilot Training (UPT) -- Destroy after 4 years; or 1 year after completion of flying training or requalification training, provided data are posted on individual training and flight records; whichever is sooner.
T 36 - 44 R 01.03 - Tactics, Techniques, and Doctrines Instruction Null -- Destroy after completion of training or when no longer needed.
T 36 - 44 R 02.00 - Training Aids Usage -- Destroy 3 months after completion of training phase, provided required flying time is posted on individual flight records.
T 36 - 44 R 03.00 - SyntheticTrainer Time -- Destroy after evaluation completed.
T 36 - 44 R 04.00 - Flight Instructors Records -- Destroy after 6 months (EXCEPTION: within AETC, destroy 6 months after the IP is placed on unrestricted IP orders).
T 36 - 44 R 05.00 - Aircrew Instruction Records, Flying Training Reports -- Destroy after 1 year, or on discontinuance of activity, whichever is sooner
T 36 - 44 R 06.00 - Aircrew Qualification Certificates and Training Information -- Ensure flight training folder/forms pertaining to

previously and currently assigned aircraft are given to individual concerned, or maintained as directed by the MAJCOM, when an individual's aircraft assignment is changed.

T 36 - 44 R 07.00 - Radar and Bomb Scoring Simulator Frequency Bands at Office of Origin -- Destroy 6 months after obsolete or superseded.

T 36 - 44 R 08.00 - Radar & Bomb Scoring Simulator Frequency Bands @ Other than Office of Origin, Qualification Answer Sheets & Written Exams -- Destroy when superseded, obsolete, or no longer needed.

T 36 - 44 R 09.00 - Reserve Flight Training -- Disposition Pending...

T 36 - 44 R 11.00 - Qualification Answer Sheets and Written Exams Completed Answer Sheets -- Destroy after exam scores are entered in aircrew qualification record and certified.

T 36 - 44 R 12.00 - Training Progress -- Destroy 10 years after individual completes or discontinues a training course.

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 one or more of the disposition(s) cited in this field have the disposition authority of "Unscheduled" and/or "Column D Disposition" with "Disposition pending", treat these records data as if they have a permanent retention and do not dispose them until the unscheduled status is updated by a National Archives and Records Administration (NARA-approved records disposition schedule, either pre-approved by a NARA General Records Schedule (GRS) or by a NARA-approved customized disposition schedule via the AF Form 525 process in AFI 33-322.

Note 3: If one or more of the disposition(s) cited in this field have a permanent retention or "Column D Disposition" with "Retire as permanent", do *not* delete the records data, retain the data (it may be 25-30 years before the time of accessioning), and then before the time of accessioning, prepare the records

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. 9013, Secretary of the Air Force, Title 37 U.S.C. Section 301a (Special and Incentive Pays), AETC Instruction 36-2605, Volume 1 (Formal Flying Training Administration and Management), Executive Order 9397 authorizes collection of the social security number.

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.

OMB number package is currently with the Headquarters Air Force Privacy office for review which includes the 60 day notice which is awaiting input/guidance on next steps. Submitted 18 November 2022

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.