

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:

Inferential Retrieving Indexing System - Unclassified (IRIS-U)

2. DOD COMPONENT NAME:

United States Air Force

3. PIA APPROVAL DATE:

04/14/21

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.

The unclassified IRIS.U system stores, indexes and disseminates significant Air Force Historical documents and information. It stores converted paper documents in electronic form as well as documents received in electronic form from History Offices.

Personal Information stored in the system: Name, Citizenship, Driver's License, Employment Information, Home/Cell Phone, Mailing Home/Address, Military Records, Official Duty Address, Passport Information, Place of Birth, Race/Ethnicity, Records, Work E-mail Address, Birth Date, Disability Information, Education Information, Financial Information, Law Enforcement Information, Marital Status, Mother's Middle/maiden Name, Official Duty Telephone, Personal E-mail Address, Position/Title, Rank/Grade, Security Information, Child Information, DoD ID Number, Emergency Contact, Gender/Gender Identification, Legal Status, Medical Information, Name(s), Other ID Number, Photo, Protected Health Information (PHI), Religious Preference, Social Security Number (SSN).

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)

IRIS U does not collect PII. History records with PII are received from History Offices for archiving. PII is stored and disseminated for Air Force History Museum Program (AFHMP). Documents are utilized for mission-related use, FOIAs, congressional requests, White House requests and other official DoD requests.

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.

No. IRIS U does not collect PII. PII stored are in documents received from History Offices. Objection is not at this level, AFHRA only receive what is collected by the Major Commands and then store it for archival purposes. Personal collections are signed as a gift to the agency.

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.

No. IRIS U does not collect PII. PII stored are in documents received from History Offices. Objection is not at this level, AFHRA only receive what is collected by the Major Commands and then store it for archival purposes. Personal collections are signed as a gift to the agency.

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.)

AUTHORITY: 10 U.S.C. 9013, Secretary of the Air Force; 10 U.S.C. Subtitle D., Air Force; Air Force Instruction 84-101, Aerospace Historian Responsibilities and Management; Air Force Instruction 84-105, Organizational Lineage, Honors and Heraldry; and Air Force Mission Directive 30, Air Force Historical Research Agency.

PURPOSE: The purpose of this system of records is to store, validate eligibility, and maintain an official registry file that identifies individuals who apply for, and are granted, access to Air Force Agency Historical Research Agency (AFHRA) services; maintain control of Agency records and establish research accountability; enable future contact with researchers; register students in courses conducted by the AFHRA; and to facilitate the preparation of statistical and other aggregate reports on research use of the Agency records. To assist HAF facility managers with maintenance requests, space assignments, and general facility requests for Air Force office space occupied by Headquarters Air Force personnel.

- a. To the appropriate Federal, State, local, territorial, tribal, foreign, or international law enforcement authority or other appropriate entity where a record, either alone or in conjunction with other information, indicates a violation or potential violation of law, whether criminal, civil, or regulatory in nature.
- b. To any component of the Department of Justice for the purpose of representing the DoD, or its components, officers, employees, or members in pending or potential litigation to which the record is pertinent.
- c. In an appropriate proceeding before a court, grand jury, or administrative or adjudicative body or official, when the DoD or other Agency representing the DoD determines that the records are relevant and necessary to the proceeding; or in an appropriate proceeding before an administrative or adjudicative body when the adjudicator determines the records to be relevant to the proceeding.
- d. To the National Archives and Records Administration for the purpose of records management inspections conducted under the authority of 44 U.S.C. §§ 2904 and 2906.
- e. To a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of, and at the request of, the individual who is the subject of the record.
- f. To appropriate agencies, entities, and persons when (1) the DoD suspects or has confirmed that there has been a breach of the system of records; (2) the DoD has determined that as a result of the suspected or confirmed breach there is a risk of harm to individuals, the DoD (including its information systems, programs, and operations), the Federal Government, or national security; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the DoD's efforts to respond to the suspected or confirmed breach or to prevent, minimize, or remedy such harm.
- g. To another Federal agency or Federal entity, when the DoD determines that information from this system of records is reasonably necessary to assist the recipient agency or entity in (1) responding to a suspected or confirmed breach or (2) preventing, minimizing, or remedying the risk of harm to individuals, the recipient agency or entity (including its information systems, programs and operations), the Federal Government, or national security, resulting from a suspected or confirmed breach.
- h. To contractors, grantees, experts, consultants, students, and others performing or working on a contract, service, grant, cooperative agreement, or other assignment for the federal government when necessary to accomplish an agency function related to this system of records.

MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL PROVIDING INFORMATION: Voluntary

SORN Link: Air Force Research Agency Records, F084 AFHRA A

<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569923/f084-afhra-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)

Within the DoD Component

Specify.

Shared with a command or review authority for release - AF Internal

Other DoD Components

Specify.

Other Federal Agencies

Specify.

State and Local Agencies

Specify.

Diligent Inc
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 (54 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

Other (e.g., commercial providers, colleges).

Specify.

To contractors, grantees, experts, consultants, students, and others performing or working on a contract, service, grant, cooperative agreement, or other assignment for the federal government when necessary to accomplish an agency function related to this system of records.

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

IRIS U does not collect PII. PII stored are in documents received from History Offices.

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)

Other - received via CD and DVD (vast majority of intakes occur this way). IRIS U does not collect PII. PII stored are in documents, CD, DCD received from History Offices.

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.

Submitted as Modified SORN

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 84 - 01 R 01.00 - Periodic Histories and Occasional Monographs, Studies and Reports Not or Will Not Be Microfilmed -- Retire as permanent on inactivation if they have not or will not be microfilmed. If microfilmed, see notes 117 and 122.

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. 9013, Secretary of the Air Force; 10 U.S.C. Subtitle D., Air Force; Air Force Instruction 84-101, Aerospace Historian Responsibilities and Management; Air Force Instruction 84-105, Organizational Lineage, Honors and Heraldry; and Air Force Mission Directive 30, Air Force Historical Research Agency.

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.

IRIS.U does not actively collect data from 10 or more members of the public 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.