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:

Inspector General Evaluation Management System (IGEMS)

2. DOD COMPONENT NAME:

United States Air Force

3. PIA APPROVAL DATE:

07/20/21

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
- [x] 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
- [x] 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.

Provide 12 MAJCOM IG teams the capability to schedule, plan, execute, & report inspection formats and results; provide SAF/IG trend analysis & report capabilities. The Inspector General Evaluation Management System (IGEMS) is a “cradle-to-grave” tool for managing the IG inspections conducted throughout the Air Force (AF). It includes the capability to plan, schedule, inspect, report, and follow-up on IG inspections. IGEMS provides a single database and a single interface for input and output for IG findings from discovery to closure at all levels of the AF.

Name, Rank, work phone number, work email address and DOD ID

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 information is needed for verification and identification of the individual at the time the individual is selected to the AF IG team

e. Do individuals have the opportunity to object to the collection of their PII? [ ] Yes [x] 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.

PII information is needed for verification and identification of the individual at the time the individual is selected to the AF IG team. The individuals cannot object to the collection of PII because their assignment to the IG team is mandatory and part of their employment with the Air Force.

f. Do individuals have the opportunity to consent to the specific uses of their PII? [ ] Yes [x] 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.

PII information is needed for verification and identification of the individual at the time the individual is selected to the AF IG team. The individuals cannot withhold their consent to the collection of PII because their assignment to the IG team is mandatory and part of their employment with the Air Force.

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
- [x] Privacy Advisory
- [ ] Not Applicable

Information maintained in this system cannot be released in whole or part to persons or agencies outside the Department of the Air Force, nor can it be republished in whole or part in any publication without the express approval of the Secretary of the Air Force. Information is exempt from public disclosure under the Freedom of Information Act, Title 5, United States Code, Section 552.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: 10 U.S.C. 9012, Secretary of the Air Force: powers and duties; delegation by, 10 U.S.C. 8020, Inspector General.

SYSTEM PURPOSE: Used by Major Command Inspector General Inspection teams to schedule, plan, execute, and report the results of Unit Compliance, Operational Readiness, Nuclear Operational Readiness, and Nuclear Surety Inspections. Selected wing-level personnel will also be authorized to input proposed corrective actions for deficiency resolution. Wing-level personnel will be able to access finalized inspection results pertinent to their Major Command and duties.

SYSTEM USE: Records will be used by MAJCOM and Headquarters Air Force personnel to facilitate decision-making processes in identifying deficiencies and strengths in organizational operations. Wing-level personnel will use records to prepare for upcoming inspections by identifying similar deficiencies and strengths from previous inspections. Categories of users include decision-makers (MAJCOM Inspectors, MAJCOM Functional Managers, SAF/IG Inspections Directorate, SAF/IG) who will input and retrieve data and basic users (wing-level personnel, other MAJCOM and Headquarters Air Force personnel) who will retrieve finalized inspection results. A small number of wing-level personnel will be able to input compartmentalized data on specific deficiencies after an inspection at their unit.

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

[x]	Within the DoD Component	Specify.	Air Force MAJCOM Admins
[ ]	Other DoD Components	Specify.	
[ ]	Other Federal Agencies	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.	Alaska Northstar Resources 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 agency rules and regulations issued under the Act in the design, development, or operation of any system of records on individuals to accomplish an agency function when the contract specifically identifies— (i) The systems of records; and (ii) The design, development, or operation work that the contractor is to perform; (2) Include the Privacy Act notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation, when the work statement in the proposed subcontract requires the redesign, development, or operation of a system of records on individuals that is subject to the Act; and (3) Include this clause, including this paragraph (3), in all subcontracts awarded under this contract which requires the design, development, or operation of such a system of records. (b) In the event of violations of the Act, a civil action may be brought against the agency involved when the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency when the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act, when the contract is for the operation of a system of records on individuals to accomplish an agency function, the Contractor is considered to be an employee of the agency.
☐ 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)*

- [x] Individuals
- [ ] Existing DoD Information Systems
- [ ] Other Federal Information Systems
- [x] Databases
- [ ] Commercial Systems

j. How will the information be collected? *(Check all that apply and list all Official Form Numbers if applicable)*

- [ ] E-mail
- [ ] Face-to-Face Contact
- [ ] Fax
- [ ] Information Sharing - System to System
- [ ] Other *(If Other, enter the information in the box below)*
- [ ] Official Form (*Enter Form Number(s) in the box below)*
- [ ] Paper
- [ ] Telephone Interview
- [x] Website/E-Form

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
- [x] 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://dpcld.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.

Information is not routinely retrieved by Personal Identifier, instead it is pulled by Inspection/Audit #.

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. N1-AFU-90-03

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

(3) Retention Instructions.

T 90-02 R1 - Inspection Reports Planning Documents and Plans Not Otherwise Covered in this Table -- Destroy 1 year after next like inspection or after 3 years, whichever is sooner

T 90-02 R8 - Surveillance Records -- Destroy 10 years after completion of subject inspection

T 90-02 R.10.00 - Inspection Checklists -- Destroy 10 years after completion of subject inspection

Note: Among the disposition(s) cited in this field, the one with the longest retention time will be used on the system's records data.

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.