

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:

Military Personnel Data System (MilPDS) / MilPDS Development and Test

2. DOD COMPONENT NAME:

United States Air Force

3. PIA APPROVAL DATE:

12/12/23

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.

The Military Personnel Data System (MilPDS) production environments are the system of record for all Air Force military personnel and is the primary system for Air Force personnel actions. It is a commercial-off-the-shelf (COTS), Oracle Enterprise Business System (EBS) based product and is the "total force" personnel data system, encompassing active, guard, and reserve components. The system supports all lifecycle personnel management functions, including recruiting, accessions, promotions, job assignments, education and training, and separation/retirement from the service. MilPDS provides real-time updating and reporting capabilities using web and relational database management technologies. MilPDS production environments are located within the DISA Ogden data center.

MilPDS development and test environments are cloned of the MilPDS production environment and used for the development and testing of functional, and non-functional changes prior to migration to the MilPDS production environment. Additionally, MilPDS development and test is the designated contingency plan alternate site location in the event a MilPDS system outage occurs that is expected to exceed the Maximum Tolerable Downtime of greater than 48 hours. MilPDS development and test environments are located within the DISA Montgomery data center.

The following Personally Identifiable Information (PII) is maintained within MilPDS production and MilPDS development and test: Citizenship, Home/Cell Phone, Mailing/Home Address, Military Records, Official Duty Address, Place of Birth, Race/Ethnicity, Work E-mail Address, Birth Date, Education Information, Financial Information, Marital Status, Mother's Middle/Maiden Name, Official Duty Telephone Phone, Position/Title, Rank/Grade, Security Information, DoD ID Number, Emergency Contact, Gender/Gender Identification, Legal Status, Name(s), Religious Preference, Social Security Number (SSN) (Full or in any form), Home of Record, Place of Enlistment, Date of Enlistment, Place of Entry to Active Duty, Education and Training Data, Evaluation Data, Promotion Data, Compensation Data, Sustentation Data, and Separation and Retirement Data.

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 collected information is used to identify Airman, facilitate timely and effective lifecycle personnel activities, and document services provided.

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.

All personal data collected are voluntarily given by the subject individual. Forms that collect personal data to be maintained in this IT investment contain a Privacy Act Statement, as required by 5 USC. 552a(e), and in accordance with guidelines established in AFI 33-332,

Air Force Privacy and Civil Liberties Program, allowing the individual to make an informed decision about providing the data. The statement of understanding advises the individual that the information provided is voluntary and provides the consequences of choosing not to participate with the information collection.

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.

Forms that collect personal data will contain a Privacy Act Statement, as required by 5 USC 552a(e)(3), and under Executive Order or EO 9397 (SSN), as amended or as the authority to collect the Social Security number and in accordance with guidelines established in AFI 33-332, Air Force Privacy and Civil Liberties Program.

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. Part II, Personnel; 10 U.S.C. 81, Civilian Employees; 10 U.S.C. 113, Secretary of Defense; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 32 U.S.C. Chapter 3, Personnel; 37 U.S.C. Pay and Allowances of the Uniformed Services; 38 U.S.C. Veterans' Benefits; 50 U.S.C. Chapter 22, Uniform Code of Military Justice; 50 U.S.C. Chapter 49, Military Selective Service; E.O. 9397 (SSN), amended by EO 13478.

Purpose: The Department of Defense (DoD) Personnel Management System supports Department of Defense members and their families in every aspect of a service member's career, including accessions/enlistments (joining), assignments, career management, compensation, separation, and retirement. The primary purposes, more specifically, include personnel management actions or processes related to: Force and manning requirements (i.e., size of the force); Organizational structure and distribution of personnel; Individual human resource actions (i.e., assignments, evaluations, skill classifications, promotions); Force support (i.e., facilities, programs, supplies); Personnel compensation (i.e., pay, leave, time off); Sustainment (i.e., housing, meals); Transition or retirement from the Department of Defense; Other human resource actions necessary to ensure the operational readiness for all military personnel.

Routine Uses: Pursuant to 5 U.S.C. 552a(b)(3) as permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, information may be disclosed outside the DoD as a routine use as follows: To contractors, consultants, students, and others working for the federal government when necessary; To the appropriate law enforcement authorities; To the Department of Justice for representation in litigation; In an appropriate court or administrative proceeding where the records are relevant; To the National Archives and Records Administration for records management inspections; To a Member of Congress or staff acting upon the Member's behalf; To appropriate agencies or Federal entities to manage potential breaches; To such recipients as are mandated by Federal statute or treaty. A comprehensive list of routine uses with amplifying information associated with this collection can be found in the Privacy Act System of Records Notice (SORN), F036 AF PC Q, Personnel Data System, available at <https://dpcl.d.defense.gov/Privacy/SORNs/>.

Disclosure: Voluntary; however, failure to furnish personal identification information may limit services provided.

SORN: F036 AF PC Q Personnel Data System (June 11, 1997, 62 FR 31793).

Note: F036 AF PC Q Personnel Data System SORN is to be rescinded under the DoD SORN consolidation initiative DoD-XXX Personnel Management System and the legal authority cited within this assessment was extracted from the draft DoD SORN.

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.	Air Force HR functional offices, MAJCOMs and other Air Force offices as needed for personnel management
<input checked="" type="checkbox"/> Other DoD Components (i.e. Army, Navy, Air Force)	Specify.	Army, Navy and Marines, All Staff Judge Advocates & Area Defense Counsels, Defense Finance and Accounting Service (DFAS)
<input checked="" type="checkbox"/> Other Federal Agencies (i.e. Veteran's Affairs, Energy, State)	Specify.	Department of Veterans Affairs, Defense Investigative Services (DIS), Social Security Administration, U. S. Marshall Service, U. S. Postal Service, Federal Courts, Office of Personnel Management, National Personnel Records Center (NPRC) Prospective Employers, Federal Bureau of Investigation, Secretary of Defense
<input checked="" type="checkbox"/> State and Local Agencies	Specify.	Local Law Enforcement Agencies

<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.	All Medical Treatment Facilities, Surviving Family of Deceased Members, Colonel's Group, Funeral Homes, Employment Verification Companies, Public Universities, Air Staff, Congressional Offices, Civilian Law Firms, Financial/Lending Institutions, Third Party Requesters (i.e. FOIAs), Immigration and Naturalization Service
<input checked="" 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 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	

Information is collected from the field(s) being updated by the personnelist as requiring by policy, procedure or public law either in-person or through personnel forms updated at a Military Personnel Flight (MPF) or in some cases by the individual, on-line via the virtual MPF (vMPF) . The information is behind a secure layer, to ensure the information is not lost or given to people that are not authorized.

The following list identifies all MilPDS production system interfaces in which system to system Personally Identifiable Information (PII) is collected:

A1 Service Oriented Architecture (SOA) Data Services
 Aeromedical Services Information Management System (ASIMS)
 Air Force Identity (AFID)
 Air Force Recruiting Information Support System-Total Force (AFRIS)
 Air Force Reserve Order Writing System - Reserve (AROWS-R)
 Air National Guard Reserve Order Writer System (AROWS-G)
 Air Reserve Personnel Center Customer Relationship Management-Air Reserve Components (ARPC CRM-ARC)
 Automated Records Management System Legacy Conversion (ARMS LC)
 Aviation Resource Management System (ARMS)
 Cadet Administrative Management Information System (CAMIS)
 CCAF Students Transcript, Administration and Records System (STARS)
 Course Development Student Administration Registrar System (CDSAR)
 Defense Civilian Personnel Data System (DCPDS)
 Defense Information System for Security (DISS)
 Defense Joint Military Pay System - Active Component (DJMS-AC)
 Defense Joint Military Pay System- Reserve Component (DJMS-RC)
 Defense Retiree and Annuitant System (DRAS)
 Defense Travel System (DTS)
 Deliberate & Crisis Action Planning and Execution Segments (DCAPES)
 Manpower Programming and Execution System (MPES)
 myPay (myPay)
 Promotion Recommendation and In-Board Support Management Information System (PRISM)
 Reserve Travel System (RTS)
 Technical Training Management System (TTMS)
 Technical Training Management System Job Match (TTMS-JM)
 TEMPO Management Tracking System (TMTS)
 Unit Training Assembly Processing System (UTAPSweb)
 Virtual Military Personnel Flight (vMPF)
 Virtual Personnel Services Center (VPSC)
 Web Intensive New Gain System (WINGS)
 Weighted Airman Promotion System (WAPS)

MilPDS development and test are cloned environments of MilPDS production. The following list identifies all MilPDS development and test system interfaces in which system to system Personally Identifiable Information (PII) has the capability to be collected:

Air Force Recruiting Information Support System-Total Force (AFRIS)
 myPay (myPay)
 Reserve Travel System (RTS)

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)
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- ☒ In-Person Contact ☐ Paper
- ☐ Fax ☐ Telephone Interview
- ☒ Information Sharing - System to System ☒ Website/E-Form
- ☐ Other (If Other, enter the information in the box below)

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 **F036 AF PC Q, Personnel Data System**

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. **N1-AFU-90-40; N1-330-04-1**

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

(3) Retention Instructions.

T36-01 R 18.00; USAF Personnel Plan (Record Copy) -- Retire as permanent up supersession, obsolescence, or rescission. Transfer records to National Archives in 5-year blocks when latest record is 25 years old.

T36-01 R 19.00; USAF Personnel Plan -- Destroy when superseded, obsolete, or no longer needed.

T36-12 R 01.00; Master Personnel Record Group (Military) -- Retire to HQ AFPC and HQ ARPC after all personnel actions (e.g., discharge, retirement, dismissal, pay at age 60) are completed pertaining to the individual. Records will be retired to NPRC as permanent after 62 years from DOS.

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

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. Part II, Personnel; 10 U.S.C. 81, Civilian Employees; 10 U.S.C. 113, Secretary of Defense; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 32 U.S.C. Chapter 3, Personnel; 37 U.S.C. Pay and Allowances of the Uniformed Services; 38 U.S.C. Veterans' Benefits; 50 U.S.C. Chapter 22, Uniform Code of Military Justice; 50 U.S.C. Chapter 49, Military Selective Service; E.O. 9397 (SSN), amended by EO 13478.

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.

MilPDS does not collect information from members of the public.

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.