**SECTION 1: PI 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 both members of the general public and Federal employees and/or Federal contractors
   - From 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
   - Existing DoD Information System
   - Existing Electronic Collection
   - New 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.

  PAIRS is used to track and manage documents’ information while being processed for public release approval.

  PII collected: name, work phone, and work email

  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)

  used for account access, verification and identification

  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.

  People can object but it is explained that having contact information is essential to completing policy review.

  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.

  The only use for collecting the customer’s contact information is to contact the customer in order to complete policy review.

  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

PURPOSE: PAIRS is used to track and manage documents’ information while being processed for public release approval.

ROUTINE USES: 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.

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.

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.

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.

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.

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.

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.

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

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

☐ Other DoD Components

☐ Other Federal Agencies

☐ State and Local Agencies

☐ 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.)

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

i. Source of the PIi collected is: (Check all that apply and list all information systems if applicable)

☐ Individuals

☐ Existing DoD Information Systems

☐ Other Federal Information Systems

☐ 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
☒ 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 ☑ 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://dpclid.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.

key words and phrases used for retrieval of documents

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.

Destroy when policies, procedures or guidance are superseded or no longer current

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.

(i) 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: powers and duties; and HAF Mission Directive1-28

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.
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Pending</th>
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(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 6910.01, 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.

Users only include AF personnel
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.