

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:

Total Integration Mobilization Execution System (TIMES)

2. DOD COMPONENT NAME:

United States Air Force

3. PIA APPROVAL DATE:

03/13/20

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.

TIMES is an Air Force mobilization system designed to enable timely and efficient Title 10 activation of Air Reserve Component (ARC) forces to support Global Force Management (GFM) and non-GFM operational requirements. TIMES streamlines the flow of information from Combatant Commander and MAJCOM requirement to Airmen selection and orders generation. The type of PII collected is home/cell phone, mailing/home address, military records, official duty address, passport information, work e-mail address, birth date, education information, financial information, marital status, official duty telephone, position/title, rank/grade, security information, child information, DoD ID number, gender/gender identification, medical information, names, and 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)

PII is collected for the mission-related use of delivering orders (AF Form 938 Request and Authorization for Active Duty Training/Active Tour, Contingency Exercise Deployment (CED) orders, and North Atlantic Treaty Organization (NATO) orders) in support of worldwide mobilization activations as well as data matching and reconciliation. Upon account creation, Common Access Card (CAC) information is collected for verification, identification, and authentication into the system.

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 in the system is retrieved from another information system and not the individual. The Air Force's rules for accessing records and for contesting contents and appealing initial agency determinations are contained in Air Force Instruction 33-332.

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 information in the system is retrieved from another information system and not the individual. Mobilization of all individuals requires access to PII in order to promptly enroll members in TRICARE, Defense Enrollment Eligibility Reporting System (DEERS), and process mobilizations.

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. 12301, Reserve components generally; 10 U.S.C. 12302, Ready Reserve, 10 U.S.C. 12304, Selected Reserve and certain Individual Ready Reserve members; order to active duty other than during war or national emergency; DODD 1200.17, Managing the Reserve Components as an Operational Force; DODD 1235.10, Activation, Mobilization and Demobilization of Ready Reserve; Joint Publication 1-0, Joint Personnel Support; Joint Publication 2-0, Joint Intelligence; Joint Publication 3-0, Joint Operations; Joint Publication 5-0, Joint Operation Planning and E.O. 9397 (SSN), as amended.

Purpose: Information is collected for the mission-related use of delivering orders in support of worldwide mobilization rotations.

Routine Use: 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.

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.

Disclosure: Voluntary; however, failure to provide the information may result in a denial of access to the system and an inability to process orders.

System of Records Notice: A0500-5 DAMO Mobilization Common Operating Picture System (MOBCOP).

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

- | | | |
|---|----------|---|
| <input checked="" type="checkbox"/> Within the DoD Component | Specify. | U. S. Air Force Commands |
| <input checked="" type="checkbox"/> Other DoD Components | Specify. | Other Service Components with provisions generally permitted under Title 10 U.S. Code of the Privacy Act. |
| <input checked="" type="checkbox"/> Other Federal Agencies | Specify. | Outside the Department of Defense as a routine use pursuant to Title 5 U.S. Code 552a(b)(3) as follows: The DoD routine uses published at the beginning of the Air Force's compilation of record system notices apply to this system. |
| <input type="checkbox"/> State and Local Agencies | Specify. | |
| <input checked="" 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. | TBD; Contract will be awarded 18 May 2020. AFDW/PK will ensure appropriate language safeguarding PII is included in the contract. |
| <input 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 type="checkbox"/> Individuals | <input checked="" type="checkbox"/> Databases |
| <input checked="" type="checkbox"/> Existing DoD Information Systems | <input type="checkbox"/> Commercial Systems |
| <input checked="" type="checkbox"/> Other Federal Information Systems | |

Air Expeditionary Forces (AEF) Online, Air Force Mobilization Management System (AFMMS), Air Reserve Component Operational Requirements Tracker (ARCORT), Air Reserve Orders Writing System (AROWS), Air Reserve Orders Writing System - Reserves (AROWS-R), Deliberate and Crisis Action Planning and Execution Segments (DCAPES), DEERS, Defense Manpower Data Center (DMDC), Defense Readiness Reporting System (DRRS), Defense Travel System (DTS), Global Force Management Allocation Plan (GFMAP), GFM Toolset, Joint Capabilities Requirements Manager (JCRM), Joint Operation Planning and Execution System (JOPES), Logistics Modernization (LOGMOD), Manpower MPA Man-Day Management System (M4S), Military Personnel Data System (MilPDS)

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 type="checkbox"/> Face-to-Face 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) | |

Memorandum of Agreements (MOA) will be established with AEF Online, AFMMS, ARCORT, AROWS, AROWS-R, DCAPES, DEERS, DMDC, DRRS, DTS, GFMAP, GFM Toolset, JCRM, JOPES, LOGMOD, M4S, MilPDS.
Information will be retrieved by name and SSN and/or DoD ID Number if available.

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.

TABLE & RULE: T 10 - 04 R 01.00 - Master Set of Plans -- Retire as permanent when superseded, obsolete, or when implemented.

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. 12301, Reserve components generally; 10 U.S.C. 12302, Ready Reserve, 10 U.S.C. 12304, Selected Reserve and certain Individual Ready Reserve members; order to active duty other than during war or national emergency; DODD 1200.17, Managing the Reserve Components as an Operational Force; DODD 1235.10, Activation, Mobilization and Demobilization of Ready Reserve; Joint Publication 1-0, Joint Personnel Support; Joint Publication 2-0, Joint Intelligence; Joint Publication 3-0, Joint Operations; Joint Publication 5-0, Joint Operation Planning and E.O. 9397 (SSN), as amended.

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.

The information system will not collect data from members of the general public. The system will only collect information from members of the military.

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.