

## 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:**

Unit Training Assembly Processing System (UTAPSweb)

**2. DOD COMPONENT NAME:**

United States Air Force

**3. PIA APPROVAL DATE:**

12/08/20

HQ Air Force Reserve Command

### 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.**

UTAPSweb collects the Full Name, SSN, Rank, and Military Record data for the purpose of verification and identification of AFRC military personnel in order to schedule and record performance of Inactive Duty Training. The UTAPSweb manages Inactive Duty Training (IDT) for AFRC Traditional Reservists (TRs), Individual Mobilization Augmentees (IMAs), Participating Individual Ready Reserve (PIRRs), and Aircrew Members (AMs). The system allows TRs, IMAs, PIRRs, and AMs to schedule, verify, manage and release for pay and/or points current Fiscal Year (FY) attendance for their IDT, while allowing the Reserve Pay Office (RPO), accounting, budget, Command Support Staff (CSS) and Military Personnel Flights (MPF) operations to receive, manage, and process participation and related financial management 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 PII collected is used for data matching, verification and identification for scheduling Inactive Duty Training, processing military pay reimbursement, and producing appropriate forms and files necessary for a reservist to file at the local reserve pay office or within Defense MilPay Office (DMO) 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.

UTAPSweb does not collect PII directly from the individual.

The PII is received from AROW-R who in return receives it from MilPDS which is the primary records database for military personnel data. The opportunity to object to the collection of their PII is accomplished at the MilPDS level.

**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.

UTAPSweb does not collect PII directly from the individual.

The PII is received from AROWS-R who in return receives it from MilPDS which is the primary records database for military personnel data. The opportunity to consent to the specific uses of their PII is accomplished at the MilPDS level.

**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

UTAPSWeb does not collect PII directly from individuals. Privacy Act Statement/Advisory provided at the point of collection.

**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.

Air Force: Military Personnel Data System (MilPDS), Air Reserve Order Writing System - Reserve (AROWS-R), Personnel, Personnel Budget And Analysis System, (PBASweb), and USAFA Admissions Accessions System (ALOWeb)

Other DoD Components

Specify.

Defense Military Pay Office (DMO)

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.

Immersion Consulting  
FAR 52.224-1, Privacy Act Notification, APR 1984; FAR 52.224-2, Privacy Act, APR 1984; FAR 52.239-1, Privacy or Security Safeguards, Aug 1996

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)**

Individuals

Databases

Existing DoD Information Systems

Commercial Systems

Other Federal Information Systems

Milpds AROW-R, PBASweb, and ALOWeb

**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)

Information is collected from Milpds AROW-R, PBASweb, and ALOWeb.

**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://dpcltd.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.

NI-AFU-88-25

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

(3) Retention Instructions.

T 10 - 15 R 15.00 - Unit Training Assembly Participation -- Retain for a minimum of 2 years from the end of the CY and/or FY in which the record was initiated.

**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. Code 9013, Secretary of the Air Force; 10 U.S.C. 12732, Entitlement to Retired Pay; E.O. 13478 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.

UTAPSweb does not have an OMB Control Number, as it does not collect information from members of the public and it is exempt from the Paper Reduction Act.

**SECTION 2: PII RISK REVIEW**

**a. What PII will be collected** (a data element alone or in combination that can uniquely identify an individual)? (Check all that apply)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Biometrics                  | <input type="checkbox"/> Birth Date                                       | <input type="checkbox"/> Child Information   |
| <input type="checkbox"/> Citizenship                 | <input type="checkbox"/> Disability Information                           | <input checked="" type="checkbox"/> DoD ID Number                                      |
| <input type="checkbox"/> Driver's License            | <input type="checkbox"/> Education Information                            | <input type="checkbox"/> Emergency Contact   |
| <input type="checkbox"/> Employment Information      | <input type="checkbox"/> Financial Information                            | <input type="checkbox"/> Gender/Gender Identification                                  |
| <input type="checkbox"/> Home/Cell Phone             | <input type="checkbox"/> Law Enforcement Information                      | <input type="checkbox"/> Legal Status  |
| <input type="checkbox"/> Mailing/Home Address        | <input type="checkbox"/> Marital Status                                   | <input type="checkbox"/> Medical Information   |
| <input checked="" type="checkbox"/> Military Records | <input type="checkbox"/> Mother's Middle/Maiden Name                      | <input checked="" type="checkbox"/> Name(s)  |
| <input type="checkbox"/> Official Duty Address       | <input type="checkbox"/> Official Duty Telephone Phone                    | <input type="checkbox"/> Other ID Number   |
| <input type="checkbox"/> Passport Information        | <input type="checkbox"/> Personal E-mail Address                          | <input type="checkbox"/> Photo   |
| <input type="checkbox"/> Place of Birth              | <input type="checkbox"/> Position/Title                                   | <input type="checkbox"/> Protected Health Information (PHI) <sup>1</sup>               |
| <input type="checkbox"/> Race/Ethnicity              | <input checked="" type="checkbox"/> Rank/Grade                            | <input type="checkbox"/> Religious Preference  |
| <input type="checkbox"/> Records                     | <input type="checkbox"/> Security Information                             | <input checked="" type="checkbox"/> Social Security Number (SSN) (Full or in any form) |
| <input type="checkbox"/> Work E-mail Address         | <input type="checkbox"/> If Other, enter the information in the box below |  |

If the SSN is collected, complete the following questions.

*(DoD Instruction 1000.30 states that all DoD personnel shall reduce or eliminate the use of SSNs wherever possible. SSNs shall not be used in spreadsheets, hard copy lists, electronic reports, or collected in surveys unless they meet one or more of the acceptable use criteria.)*

(1) Is there a current (dated within two (2) years) DPCLTD approved SSN Justification on Memo in place?

- Yes     No

If "Yes," provide the signatory and date approval. If "No," explain why there is no SSN Justification Memo.

The system SSN Justification submitted to DoD on 10/30/20

(2) Describe the approved acceptable use in accordance with DoD Instruction 1000.30 "Reduction of Social Security Number (SSN) Use within DoD".

a.2.c.(1) Geneva Conventions Serial Number. As of the late 1960s, the SSN has served as the Geneva Conventions serial number for Armed Forces of the United States. Many of the systems, processes, and forms used by the Department of Defense categorize individuals by their SSNs. UTAPSweb meets this criteria, as the data is used to generate AF Form 40.

b.2.c.(8) Computer Matching. Systems, processes, or forms that interact with other Government agencies may require the continued use of the SSN as a primary identifier until such a time as the application to which they are linked move to some other identifier as a primary means for transferring, matching, or checking information. UTAPSweb interfaces other systems which use the SSN as a primary identifier. The data is for computer matching, identification, and verification purpose to process military pay reimbursement and to produce appropriate forms and files necessary for a reservist to file at the local reserve pay office or within Defense MilPay Office (DMO) system.

(3) Describe the mitigation efforts to reduce the use including visibility and printing of SSN in accordance with DoD Instructoin 1000.30, "Reduction of Social Security Number (SSN) Use within DoD".

UTAPSweb utilize masking of SSN as a Mitigation efforts to reduce the visibility and printing of SSN in accordance with DODI 1000.30.

(4) Has a plan to eliminate the use of the SSN or mitigate its use and or visibility been identified in the approved SSN Justification request?

If "Yes," provide the unique identifier and when can it be eliminated?

If "No," explain.

- Yes     No

Computer Match. Systems, process, or forms that interact with other Government agencies may require the continued use of the SSN as a primary identified until such a time as the application to which they are linked move to some other identifier a primary means for transferring, matching, or checking information. These applications should be rigorously scrutinized to determine the availability of some other means of conduction these transactions.

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.