



PRIVACY IMPACT ASSESSMENT (PIA)

For the

Air Force Outreach Request System

Department of the Air Force

SECTION 1: IS A PIA REQUIRED?

a. Will this Department of Defense (DoD) information system or electronic collection of information (referred to as an "electronic collection" for the purpose of this form) collect, maintain, use, and/or disseminate PII about members of the public, Federal personnel, contractors or foreign nationals employed at U.S. military facilities internationally? Choose one option from the choices below. (Choose (3) for foreign nationals).

- (1) Yes, from members of the general public.
- (2) Yes, from Federal personnel* and/or Federal contractors.
- (3) Yes, from both members of the general public and Federal personnel and/or Federal contractors.
- (4) No

* "Federal personnel" are referred to in the DoD IT Portfolio Repository (DITPR) as "Federal employees."

b. If "No," ensure that DITPR or the authoritative database that updates DITPR is annotated for the reason(s) why a PIA is not required. If the DoD information system or electronic collection is not in DITPR, ensure that the reason(s) are recorded in appropriate documentation.

c. If "Yes," then a PIA is required. Proceed to Section 2.

SECTION 2: PIA SUMMARY INFORMATION

a. Why is this PIA being created or updated? Choose one:

- New DoD Information System
- Existing DoD Information System
- Significantly Modified DoD Information System
- New Electronic Collection
- Existing Electronic Collection

b. Is this DoD information system registered in the DITPR or the DoD Secret Internet Protocol Router Network (SIPRNET) IT Registry?

- Yes, DITPR Enter DITPR System Identification Number
- Yes, SIPRNET Enter SIPRNET Identification Number
- No

c. Does this DoD information system have an IT investment Unique Project Identifier (UPI), required by section 53 of Office of Management and Budget (OMB) Circular A-11?

- Yes
- No

If "Yes," enter UPI

If unsure, consult the Component IT Budget Point of Contact to obtain the UPI.

d. 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 should be consistent.

- Yes
- No

If "Yes," enter Privacy Act SORN Identifier

DoD Component-assigned designator, not the Federal Register number. Consult the Component Privacy Office for additional information or access DoD Privacy Act SORNs at: <http://www.defenselink.mil/privacy/notices/>

or

Date of submission for approval to Defense Privacy Office

Consult the Component Privacy Office for this date.

e. Does this DoD information system or electronic collection have an 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

Enter OMB Control Number

DD Form 2536, OMB No 0704-0290

Enter Expiration Date

31 Aug 13

No

f. Authority to collect information. A Federal law, Executive Order of the President (EO), or DoD requirement must authorize the collection and maintenance of a system of records.

(1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be the same.

(2) 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) Whenever possible, cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.

(b) If a specific statute or EO does not exist, determine if an indirect statutory authority can be cited. An indirect 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) 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 should be identified.

10 U.S.C. 8013, Secretary of the Air Force: powers and duties; delegation by, and DODI 1330.13

g. Summary of DoD information system or electronic collection. Answers to these questions should be consistent with security guidelines for release of information to the public.

(1) Describe the purpose of this DoD information system or electronic collection and briefly describe the types of personal information about individuals collected in the system.

The system assists the Secretary of the Air Force, Public Affairs (SAF/PAC) in administering the Air Force Outreach Request System. It assists military and non-military organizations in submitting requests for appearances by Air Force bands, speakers, and representatives and tracking them thereafter. AFORS also enables employees of the Air Force to volunteer to speak for or represent the Air Force. It assists SAF/PAC and the Public Affairs Offices of Air Force entities in tracking and managing requests for presentations, receiving and processing offers to volunteer as Air Force speakers and representatives, and assigning suitable bands or persons to appear at approved events.

All data in the AFORS database is entered by individuals who submit requests in AFORS, Air Force employees who wish to volunteer as a speaker, and authorized AFORS administrative users. Personal data include:

- The requestor's
 - o name,
 - o cell phone
 - o home phone
 - o fax number
 - o an email address and a street address, which can be either for the requestors home or office

- The volunteer's
 - o name,
 - o cell phone
 - o home phone
 - o an email address and a street address, which can be either for the volunteer's home or office
 - o home town,
 - o parents' home town,
 - o deployments or operations
 - o special interests
 - o degree or major
 - o college or university
 - o foreign languages
 - o job specialty and/or weapon system expertise
 - o preferred speaking topics, and
 - o preferred speaking times.

In addition, the system enables volunteers to attach documents such as their biography.

- The names, business phones, DSN (Defense Supported Network) numbers, and email addresses of authorized system administrative users.

(2) Briefly describe the privacy risks associated with the PII collected and how these risks are addressed to safeguard privacy.

Unauthorized individuals may retain some sensitive personal data. Only directory information is retained in AFORS. Other sensitive individual data such as SSN or DoB is not collected.

Administrative: Public Affairs Officers and managers are regularly instructed in the requirements of the Privacy Act and AFI 33-332. Furthermore, a link to a notice reminding system users of the government's obligations to protect personal data and use it only for authorized purposes appears on every web page.

Technical: Volunteers can only see personal data pertaining to themselves. Only authorized users with .mil addresses, who must give user names and encrypted passwords can log in to the parts of the system from in which

searches by name or personal identifier are possible. When data travels online, it is encrypted.

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component (e.g., other DoD Components, Federal Agencies)? Indicate all that apply.

Within the DoD Component.

Specify. Information will be shared with Air Force bands and Public Affairs Offices including Guard and Reserve components.

Other DoD Components.

Specify. Requests could be forwarded to bands and public affairs offices of other military branches.

Other Federal Agencies.

Specify.

State and Local Agencies.

Specify.

Contractor (Enter name and describe the language in the contract that safeguards PII.)

Specify.

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

Specify.

i. Do individuals have the opportunity to object to the collection of their PII?

Yes **No**

(1) If "Yes," describe method by which individuals can object to the collection of PII.

Every web page carries a link to a Privacy Act Statement. The statement advises the individual that provision of the information is voluntary and that there are no consequences of failing to provide it except that the Air Force cannot process the request. An individual who consents, enters the information personally. If anyone should get concerned about personal information in this system, he or she would contact the system owner. For:

Requests concerning AF Speakers and AF Representatives:

Mr. James A. Brewer
200 W. Adams St., Ste 1440
Chicago, IL 60606
312/353-8300
James.Brewer@scott.af.mil

Requests concerning AF Bands:

MSgt Jessica Wheeldon
1690 AF Pentagon
Washington DC 20330-1690
703-695-0019
jessica.wheeldon@pentagon.af.mil

(2) If "No," state the reason why individuals cannot object.

j. 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.

Every web page carries a link to a Privacy Act Statement. The statement advises the individual that provision of the information is voluntary and that there are no consequences of failing to provide it except that the Air Force cannot process the volunteer's application. An individual who consents enters the information personally.

(2) If "No," state the reason why individuals cannot give or withhold their consent.

k. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

Privacy Act Statement **Privacy Advisory**
 Other **None**

Describe each applicable format.

Every web page carries a link to a Privacy Act Statement. Also, a link to a notice reminding system users of the government's obligations to protect personal data and use it only for authorized purposes appears on every web page. Here is a copy of the Privacy Act Statement.

PRIVACY ACT STATEMENT
AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force: powers and duties; delegation by.
PRINCIPAL PURPOSE: To enable military and non-military organizations to submit and track requests for appearances by Air Force bands, speakers, and representatives. To enable employees of the Air Force to volunteer as an Air Force speaker. To assist SAF/PAC and the Public Affairs Offices of Air Force entities with receiving and managing requests for appearances, receiving and

processing offers from Air Force employees wishing to volunteer as an Air Force speaker, and identifying and providing suitable bands, speakers and Air Force representatives to appear at approved events.

ROUTINE USES: Information may be disclosed to agencies for the Department of Defense, Reserve Components, National Guard, and other federal agencies. Persons who volunteer to appear as an Air Force speaker may view and edit their own information.

MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL PROVIDING INFORMATION: Disclosure is voluntary; however, if you do not provide it we will be unable to process your request for an appearance by an Air Force band, speaker or representative or accept you as a volunteer speaker.

NOTE:

Sections 1 and 2 above are 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 and/or 2 if they contain information that would reveal sensitive information or raise security concerns.

