



## PRIVACY IMPACT ASSESSMENT (PIA)

For the

Air Force IDEA Program Data System (IPDS)
---

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

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**

**Enter Expiration Date**

**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.

5 Code of Federal Regulations (CFR), Chapter 1, Part 451 : 08-JUN-09

5 United States Code (USC) 4503, Agency Awards

10 USC 8013, Secretary of the Air Force: Powers and Duties;

10 USC 1124 Cash awards for disclosures, suggestions, inventions, or scientific achievements;

Executive Order (EO) 9397 (Social Security Number – SSN)

Civilian Personnel Management Service (CPMS), SC451.11, Suggestion Awards

**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 purpose of IPDS is to collect, process, and manage idea submissions across the Air Force and to provide an environment to share common processes and tools within the DoD community. IPDS supports the day-to-day activities including tracking new idea submissions, validation of savings and/or benefits, and award calculation based on validated savings.

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

Unless the system is hacked, vulnerability of privacy information is minimal. If the system is hacked, general customer demographic and idea information would be vulnerable.

(a) Risk with collection, use and sharing: Data are collected directly from the user over a NIPRNET connection, stored in a database accessible to authorized systems personnel only and are not shared by the IPDS system. No exceptional risks with collection.

(b) Risk with individual consent: There is an alternate method for individuals who refuse to provide personal/privacy information. No risks exist with consent since each individual must choose to enter their own information.

(c) Risk with security measures: Required and adequate security controls are in place. IPDS can only be accessed via Common Access Card (CAC) technology. The system contains tested technology, which identifies and controls accounts for IPDS users. Users with access to any privacy data other than their own have accounts approved at the AF Program Office level and are provided with information on the proper use and safeguarding of privacy information. No exceptional risks with security measures.

A privacy breach would allow an unauthorized individual access to customer names, addresses, telephone numbers, and SSNs. This information could be useful in attempting identity theft. The required use of firewalls, encryption using Secure Sockets Layer (SSL), roles and rights configuration, multiple levels of strong password protection, and other security practices reduce the risk to levels deemed acceptable under the accreditation process.

**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.

"The privacy information is restricted to Air Force and base level IDEA Program Managers (IPM)

**Other DoD Components.**

Specify.

Privacy data is not shared with any individual or DoD agency at all. IPDS 3.0 does not collect SSN or personal mailing addresses. IPDS 3.0 does not provide a users personal information to the base level IPMs. If the submitter (s) wants to receive a monetary award, they must personally provide their PII to their base level IPM. If submitter(s) refuses to provide the required

information needed to process a monetary award (IAW DoD/Air Force Policy and procedures) they choose not to receive an award. This is stated in IPDS 3.0 at the time of submission.

**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.

(a) All personal data collected is voluntarily given by the individual. Forms that collect personal data maintained in the IPDS contain a Privacy Act Statement, as required by 5 USC 552a(e), and in accordance with guidelines established in AFI 33-332, Privacy Act Program, allowing the individual to make an informed decision about providing the data. The statement advises the individual that the information provided is voluntary and provides the consequences of choosing not to participate with the information collection. Individuals may refuse to provide data or raise an objection with the Air Force Privacy Act office.

(b) Release of this information is done with the individual's full cooperation and consent.

(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.

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

IPDS Users have a choice, to provide their PII or not. If they choose to provide their PII, IPDS states exactly what the information will be used for. PII will never be used for any other purposes than what the user had already agreed to. If the user(s) decides not to provide their provide their PII they are advised to exit IPDS and contact their base level IDEA Office.

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

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> <b>Privacy Act Statement</b> | <input type="checkbox"/> <b>Privacy Advisory</b> |
| <input type="checkbox"/> <b>Other</b>                            | <input type="checkbox"/> <b>None</b>             |

Describe each applicable format.

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 5 U.S.C. 4503, 10 U.S.C. 1123, and E.O. 1097

**PURPOSE:** To verify identity when payment is authorized and to uniquely identify those designated to evaluate ideas.

**ROUTINE USE:** This information is not disclosed outside the DoD.

**DISCLOSURE:** Voluntary, however, failure to provide the requested information could result in the users inability to access existing data and this web site. For submitters, DFAS will not be able to processes request for awards.

**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.**



















