

# 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:**

moveLINQS (mLINQS)

**2. DOD COMPONENT NAME:**

United States Air Force

**3. PIA APPROVAL DATE:**

03/12/21

AFDW SAF/FM AFFSO

### 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.**

The purpose of moveLINQS is to provide an end to end Permanent Change of Station (PCS) solution in which orders and vouchers can be created and submitted for payment. Personal information that will need to be collected is information related to PCS and that which links member to order/voucher: Employment Information, Home/Cell Phone, Mailing/Home Address, Names, Official Duty Address, Work Email Address, Birth Date, Financial Information, Marital Status, Official Duty Telephone, Personal E-mail Address, Position/Title, Rank/Grade, Child Information, Gender/Gender Identification, Legal Status, Social Security Number, and Other ID 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 as it is essential in computing voucher entitlements and in linking the member to personnel and accounting systems. A majority of the PII is collected via personnel systems- USA Staffing and MilPDS. PII is required for completion and processing of travel pay documents. These documents require PII for verification and authentication of users to ensure proper and correct payments are made to applicable individuals.

**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.

**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.

A majority of the PII will come over via interface with USA Staffing or MilPDS. These are the systems that collect most of the PII. Without the PII, the member will not be able to link their profile in mLINQS to their order. PII is used to authenticate the user and to determine entitlements. Based on this, without the required PII, users are not able to utilize mLINQS. There is currently no mechanism within mLINQS to consent or designate specific uses of their PII. All of the PII data collected is required for authentication, document tracking, and proper payment.

**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

moveLINQS (mLINQS) eFINANCE Workspace (eFIN) F065 AF FMP A, Financial Travel System, F065 AF FM A Authority: 5 U.S.C. Section 5701, 37 U.S.C. Sections 404 – 427, 5 U.S.C. Section 301, E.O. 9397, DoDFMR 7000.14-R, Vol. 9, Tax Reform Act of 1976, Public Law 94-455

Authority: 10 U.S.C. 9013, Secretary of the Air Force; 10 U.S.C. 9032, The Air Staff, general duties; 5 U.S.C. Section 5701, Definitions; 5 U.S.C. Section 301, Departmental Regulations; 37 U.S.C. Sections 404 – 427, Travel and Transportation Allowances; DoD Financial Management Regulation 7000.14-R; Volume 7A, Military Pay Policy and Procedures – Active Duty and Reserve Pay,; Air Force Instruction 65-114, Travel-Policy and Procedures For Financial Services Offices and Finance Offices-Reserve Component; Air Force Manual 65-116 V2, Defense Joint Military Pay System Active Component (DJMS-AC) Unit Procedures Excluding Financial Services Office; <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>; E.O. 9397 as amended (E.O. 13478), Relating to Federal Agency Use of Social Security Numbers; Tax Reform Act of 1976, Public Law 94-455

Principal Purposes: This record is used for reviewing, approving, accounting, and disbursing money for claims submitted by Department of Defense (DoD) travelers for official Government travel. The Social Security number (SSN) is used to maintain a numerical identification filing system for filing and retrieving individual claims. Dates of Birth, Marital Status, Number and Sex of Dependents are used to determine travel and military pay entitlements items such as: Transportation costs; Per Diem; Dislocation Allowance; Basic Allowance for Housing; Family Separation Allowance. Home addresses and Phone numbers are needed for later contact or mailings and/or to determine the correct State of legal residence for purposes of withholding State income taxes from military pay.

Routine Uses: Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended.

07. DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES ROUTINE USE: Any information normally contained in Internal Revenue Service (IRS) Form W-2 which is maintained in a record from a system of records maintained by a DoD Component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements under 5 U.S.C., sections 5516, 5517, and 5520 and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin No. 76-07.

08. DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT ROUTINE USE: A record from a system of records subject to the Privacy Act and maintained by a DoD Component may be disclosed to the Office of Personnel Management (OPM) concerning information on pay and leave, benefits, retirement deduction, and any other information necessary for the OPM to carry out its legally authorized government-wide personnel management functions and studies.

12. DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION ROUTINE USE: A record from a system of records maintained by a DoD Component may be disclosed as a routine use to the National Archives and Records Administration for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

SORN: Financial Travel System, F065 AF FM A eFINANCE Workspace (eFIN) F065 AF FMP A

Disclosure: Involuntary; An automated feed from personnel systems will provide most information to mLINQS. Failure to furnish the information requested may result in total or partial denial of any amounts claimed for travel payments or military pay entitlements.

**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. AF systems: MilPDS, DEAMS, USA Staffing, DEAMS, EoPDS

Other DoD Components

Specify. Defense Logistics Agency- GEX, TRANSCOM- MilMove

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. Contractor: mLINQS. Work under this contract requires that personnel have access to Privacy Information. Contractor personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable USDA rules and regulations. (Language from the Contract)

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

USA Staffing, MilPDS, DEAMS

**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) |  |

User will input some or most of the information directly into the system.

**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.

T65-01 R16.00 (N1-AFU-86-63)-- Internal Controls End-Of-Year Summary--Destroy 1 year after submission of next comparable summary or when no longer needed, whichever is later.

GRS-2013-0003-0001- Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting-- Destroy 6 year(s) after final

pay. 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 time requirements of a statute or Executive Order.

DAA-GRS2013-0003- 0002-Accounting records: The Comptroller General has the right to require an agency to retain any portion of these records for a period of up to 10 years, due to the Financial Improvement and Audit Readiness (FIAR) guidance in DoD.

(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. 9013, Secretary of the Air Force

10 U.S.C. 9032, The Air Staff, general duties,

5 U.S.C. Section 5701, Definitions

5 U.S.C. Section 301, Departmental Regulations

37 U.S.C. Sections 404 – 427, Travel and Transportation Allowances

DoD Financial Management Regulation 7000.14-R; Volume 7A, Military Pay Policy and Procedures – Active Duty and Reserve Pay,

Air Force Instruction 65-114, Travel-Policy and Procedures For Financial Services Offices and Finance Offices-Reserve Component

Air Force Manual 65-116 V2, Defense Joint Military Pay System Active Component (DJMS-AC) Unit Procedures Excluding Financial

Services Office.

<https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>

E.O. 9397, NUMBERING SYSTEM FOR FEDERAL ACCOUNTS RELATING TO INDIVIDUAL PERSONS

Tax Reform Act of 1976, Public Law 94-455

**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 does not collect information from the public. All information received is from Air Force military and civilians.

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.