

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:

Air Force Recruiting Information Support System - Total Force (AFRISSTF)

2. DOD COMPONENT NAME:

Office of Military Commissions

3. PIA APPROVAL DATE:

03/10/21

United States Air Force

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 primary purpose of this system is to provide all pertinent personal information on an applicant (non-prior service or prior service) in order to determine if applicant is qualified for military service, and in what specific job qualification. Once determined, AFRISSTF can deliver qualifying information to Mil-PDS for establishment of initial personnel and pay record, or to effect a transfer or reaffiliation (for prior-service personnel). Types of personal information include (but not limited to) name, SSN, gender, date of birth, marital status, number of dependents, security information, civil court actions/convictions, ASVAB qualification data. (Details on PII collected is provided in Section 2A of the this document)

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)

Information is collected to facilitate qualification and subsequent accession into the respective Air Component. The information is required to determine and verify the identity of the individual seeking accession. Additionally, this information is required to determine if an applicant meets minimum eligibility criteria to qualify as a member of the respective Air Service Component.

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 recruiter shows and, upon request, provides the individual a Privacy Act Statement for each form, format, or form letter used to collect personal data before asking for the information. Individual signatures grant consent. The individual however has the opportunity at this stage to object to the collection of any/all parts of information in identifiable form. The individual is then advised this could delay the application process up to and including denial of consideration for entry into the Air Service Component.

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.

An individual cannot consent to specific uses of their PII. All of it is required to be considered for entry into an Air Service Component.

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

The form uses the following format:

AUTHORITY: 10 U.S. § 503. Enlistments, recruiting campaigns, compilation of directory information; AFMAN 36-2032, Military Recruiting and Accessions; and Executive Order 9397 as amended (E.O 13478), Numbering System For Federal Accounts Relating To Individual Persons.

PURPOSE: To determine your mental, medical, and moral qualifications for entry into the US Air Force. This data is FOR OFFICIAL USE ONLY and will be maintained in strict confidence within the Department of Defense according to Federal law and regulation. If you are accepted and subsequently enter into a component of the Air Force, the information becomes a part of your military personnel records which is used to provide information for personnel management actions. If you are not accepted or do not subsequently enter a component of the Air Force, your records will be destroyed as specified by regulation.

ROUTINE USES: : In addition to disclosures permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records may be disclosed outside DoD as a routine use pursuant to 5 U.S.C. 552(b)(3) as follows:

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. To appropriate agencies, entities, and persons when (1) the DoD suspects or confirms a breach of the system of records; (2) the DoD determines 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.
- f. To another Federal agency or Federal entity, when the DoD determines 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.

DISCLOSURE IS VOLUNTARY: However, failure to furnish information needed to determine your mental, medical and moral qualifications for entry into the US Air Force will result in a denial of application.

SORN: FO36 AETC R

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.

Between Air Components Recruiting Services; AETC (school allocation and Technical Training Management System (TTMS), AFPC (Mil-PDS interface)

☒ Other DoD Components

Specify.

United States Military Entrance Processing Command (MEPCOM); Joint Personnel Adjudication System (JPAS)

☒ Other Federal Agencies

Specify.

Office of Personnel Management (OPM) Personnel Investigations Processing System (PIPS)

☐ 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.

Diversified Technical Services, Inc: The contractor must ensure that all system deliverables comply with DoD and AF IA policy, specifically DoDI 8500.01, Information Assurance Implementation, and AFI 33-200, Information Assurance Management. To ensure that IA policy is implemented correctly on systems, contractors must ensure compliance with DoD and AF Certification & Accreditation policy, specifically DoDI 8510.01, DoD Information Assurance Certification and Accreditation Process (DIACAP), and AFI 17-101, Air Force Certification and Accreditation Process (AFCAP).

☐ 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 checked="" type="checkbox"/> Individuals | <input type="checkbox"/> Databases |
| <input type="checkbox"/> Existing DoD Information Systems | <input type="checkbox"/> Commercial Systems |
| <input type="checkbox"/> Other Federal Information Systems | |

j. How will the information be collected? *(Check all that apply and list all Official Form Numbers if applicable)*

- | | |
|---|--|
| <input checked="" type="checkbox"/> E-mail | <input checked="" type="checkbox"/> Official Form <i>(Enter Form Number(s) in the box below)</i> |
| <input checked="" type="checkbox"/> Face-to-Face Contact | <input type="checkbox"/> Paper |
| <input type="checkbox"/> Fax | <input checked="" type="checkbox"/> Telephone Interview |
| <input checked="" type="checkbox"/> Information Sharing - System to System | <input checked="" type="checkbox"/> Website/E-Form |
| <input checked="" type="checkbox"/> Other <i>(If Other, enter the information in the box below)</i> | |

From the Individual (face-to-face, electronically, and telephonically)

From existing DoD information systems:

- Air Force Military Personnel Data System (MilPDS)
- TOSIP (Top of System Interface Process) interface with MIRS
- Joint Personnel Adjudication System (JPAS)

Forms in System:

SF 86, Questionnaire for National Security Positions (OMB 3206-0005)

2000 SPI Contract, Special Pay for Selected Reserve Healthcare Professionals in Critically Short Wartime Specialties

Active Duty Orders OTS

AF Disclosure Memorandum

AF Form 1034, Extended Active Duty Agreement (Officer Training School) United States Air Force Reserve

AF Form 1288, Application for Ready Reserve Assignment

AF Form 133, Oath of Office (Military Personnel)

AF Form 1540, Application for Clinical Privileges / Medical Staff Appointment

AF Form 1540A, Application for Clinical Privileges / Medical Staff Appointment Update

AF Form 1541, Credentials Continuing Health Education Training Record

AF Form 1562, Credentials Evaluation of Health Care Practitioners

AF Form 1969, Officer Uniform Allowance Certification

AF Form 2030, USAF Drug and Alcohol Abuse Certificate

AF Form 215, Aircrew Training Candidate Data Summary

AF Form 24, Application for Appointment as Reserve of the Air Force or USAF without Component (OMB 0701-0096)

AF Form 24 Addendum

AF Form 2631, Palace Chase Statement of Understanding

AF Form 2816, Clinical Privileges - Family Practice and Primary Care Physicians

AF Form 2816-2, Clinical Privileges – Physician Assistant

AF Form 2817, Clinical Privileges - Pediatrician

AF Form 2817-1, Clinical Privileges – Pediatric Nurse Practitioner

AF Form 2818-1, Clinical Privileges – General Surgeon

AF Form 2818-11, Clinical Privileges – Oral and Maxillofacial Surgeon

AF Form 2818-2, Clinical Privileges – Orthopedic Surgeon

AF Form 2818-4, Clinical Privileges – Cardiothoracic Surgeon

AF Form 2818-8, Privilege List – Otolaryngology Surgery

AF Form 2818-9, Clinical Privileges – Ophthalmologic Surgeon

AF Form 2819, Clinical Privileges – Anesthesiologist

AF Form 2819-1, Clinical Privileges – Certified Registered Nurse Anesthetist

AF Form 2820, Clinical Privileges – Obstetrician/Gynecologist

AF Form 2820-1, Clinical Privileges – Certified Nurse Midwife

AF Form 2820-2, Clinical Privileges – Women's Health Nurse Practitioner

AF Form 2821, Clinical Privileges – Emergency Medicine Physician

AF Form 2822, Clinical Privileges – Neurologist

AF Form 2823, Clinical Privileges –Dermatologist
 AF Form 2824, Clinical Privileges – Mental Health Providers
 AF Form 2825, Clinical Privileges – Radiologist
 AF Form 2826, Clinical Privileges – Pathologist
 AF Form 2827, Clinical Privileges – Physical Therapist
 AF Form 2828, Clinical Privileges – Occupational Therapist
 AF Form 2829, Clinical Privileges – Podiatrist
 AF Form 2830, Clinical Privileges – Optometrist
 AF Form 3005, Guaranteed Aptitude Area Enlistment Agreement Non-Prior Service –
 United States Air Force
 AF Form 3006, Enlistment Agreement – Prior Service/Active USAFR/ANG United
 States Air Force
 AF Form 3007, Guaranteed Training Enlistment Agreement Non-Prior Service – United
 States Air Force
 AF Form 3010, USAF Statement of Understanding for Dependent Care Responsibility
 AF Form 357, Family Care Certification
 AF Form 3928, Privilege List - Audiology
 AF Form 3929, Clinical Privileges – Speech Pathologist
 AF Form 3930, Clinical Privileges – Dietetics Providers
 AF Form 40A, Record of Individual Inactive Duty Training
 AF Form 4380, Air Force Special Needs Screener
 AF Form 4428, Tattoo/Brand/Body Marking Screening/Verification
 AF Form 56, Application & Evaluation for Training Leading to a Commission in the
 United States Air Force (OMB 0701-0150)
 AF Form 594, Application and Authorization to Start, Stop or Change Basic Allowance
 for Quarters (BAQ) or Dependency Redetermination
 AF Form 883, Privacy Act Statement – US Air Force Application Record
 AF Form 895, Annual Medical Certificate (AMC)
 AF Form 973, Request and Authorization for Change of Administrative Orders
 AFCCVO Form, Checklist for Primary Source Verification of ANG New Accession
 AFRS 1317, Commissioning Information – For All Health Professions Prospective Recruits
 AFRS 1325, Financial Status of Applicant (OMB 0701-0079)
 AFRS 1326, Prior Service/Reserve Data
 AFRS 1327, Application for Participation in the Recruiter Assistance Program
 AFRS 1328, Statement of Understanding for Single Member Parent Having Dependent(s) in the Custody of Another
 AFRS 1356, Applicant Waiver Worksheet
 AFRS 1375, Request for Courtesy Enlistment
 AFRS 1413, Verification of Scheduled Graduation (OMB 0701-0080)
 AFRS 1419, Request for Evaluation and Information (OMB 0701-0079)
 AFRS 1430, Statement of Understanding Applicant for Extended Active Duty – USAF Health Professions
 AFRS 1431, Estimated Medical Service Grade and Pay Computation Worksheet
 AFRS 1437, Personal Interview – USAF Health Professions Applicant (OMB 0701-0078)
 AFRS 3, 15-Day QC Checklist
 AFRS 5, Liability Release and Express Assumption of Risk – Delayed Entry Program (DEP)
 AFRS 6, Air Force Recruiting Service Discrimination and Sexual Harassment Policy
 AFRS 6a, Recruiter – Applicant Conduct and Professional Relationship
 AFRS 6b, Recruiter Assistance Personnel Statement of Understanding
 AFRS 6c, Recruiting Process MEPS Questionnaire
 AFRS 7, Liability Release and Express Assumption of Risk
 ANG Fed Preview Checksheet, ANG Federal Preview and Grade Screening Checksheet
 ANG Fed Reserve Checksheet, ANG Federal Reserve Appointment/State-to-State Transfer Screening Checksheet
 ANG Statement of Conduct
 Applicant’s Certification Statement
 Applicant Data Report
 ARPC Form 11, Enlistment of Air Force Reserve Personnel
 ARPC Form 22, Individual Reserve Unit of Attachment Agreement
 ARPC Form 92, Appointment Order
 ARPC Form 92 PA-PC, Appointment Order
 Application for Individual Mobilization Augmentation (IMA) Requirement
 ATAFR 202, Employment Availability Statement for Air Reserve Technician Positions

Joint Base San Antonio (JBSA) Lackland Non-DoD Visitor Access Request Letter
 Buckley Amendment
 CCAF Acceptance Letter
 CCAF Counselor Letter
 DA Form 543, Request for Records
 DD Form 1966, Record of Military Procession – Armed Forces of the United States (OMB 0704-0173)
 DD Form 2058, State of Legal Residence Certificate
 DD Form 2645, Voter Registration Information
 DD Form 2697, Report of Medical Assessment
 DD Form 2760, Qualification to Possess Firearms of Ammunition
 DD Form 2807-2, Accessions Medical Prescreen Report
 DD Form 2863, National Call to Service Election of Options
 DD Form 2983, Recruit/Trainee Prohibited Activities Acknowledgment
 DD Form 368, Request for Conditional Release
 DD Form 369, Police Record Check (OMB 0704-0007)
 DD Form 372, Request for Verification of Birth (OMB 0704-0006)
 DD Form 4, Enlistment/Reenlistment Document Armed Forces of the United States
 DD Form 4 Addendum, Annex to DD Form 4, Section B
 DD Form 785, Record of Disenrollment from Officer Candidate – Type Training
 DD Form 93, Record of Emergency Data
 DEP Discharge Order
 EAD Briefing
 Faststart Direct Deposit
 GPA Worksheet
 Grade Computation
 IMA Training Attachment Letter
 ANG Incentive Program Eligibility Verification Worksheet
 JA Welcome Letter
 Lackland AFB Form 169, Biographical Questionnaire
 Written Agreement Health Professionals Loan Repayment Program
 Health Professions Reserve Medical Incentives Program Application
 NGB Form 337, Oath of Office
 NGB Form 36-11, Statement of Understanding for Excess/Overgrade Condition
 NGB Form 3621, ANG Eligibility Checklist for Enlistment, Reenlistment, or Extension
 OF 612, Optional Application for Federal Employment (OMB 3206-0219)
 Overage Statement of Understanding
 Physical Ability Stamina Test (PAST) Evaluation Worksheet
 Personnel Reliability Program (PRP) Questionnaire
 Personnel Security Questionnaire
 Unit of Attachment Agreement for Participating Individual Ready Reservist
 Non-Flying Applicant PRK/Lasik Checklist
 Professional Relationship Contract
 Release of Liability - Reserve
 Release of Liability Active Duty
 Restrictions on Personal Conduct
 RRPS Training Attachment Letter
 Applicant Briefing Item on Separation Policy
 Service Date Computation Worksheet
 SF 1199A, Direct Deposit Sign-up Form (OMB 1510-0007)
 SF 180, Request Pertaining to Military Records (OMB 3095-0029)
 SF 181, Ethnicity and Race Identification
 SF 87, Fingerprint Card
 SF 86 V3, Questionnaire for National Security Positions (OMB 3206-0005)
 SG MEPS Approval Letter
 SGLV 8286, Servicemembers' Group Life Insurance Election and Certificate
 SGLV 8286A, Spouse Coverage Election and Certificate
 SGLV 8286S, Servicemembers' Group Life Insurance Supplemental SGLI Beneficiary Form
 Specialty Consultant Worksheet/Interview
 Special Pay for Selected Reserve Healthcare Professionals in Critically Short Wartime Specialties (SPI)
 Ready Reserve Healthcare Professionals Stipend Program for Reserve Service Health Professionals

Consent and Release from Liability Statement

Split Training Statement of Understanding

Tender Letter

Unit of Assignment/Training Attachment Agreement

USMEPCOM 601-23-3-R-E, Record of Emergency Data Worksheet

USMEPCOM 680-3ADP, Processee/Enlistee Record

USMEPCOM 680-3A-E, Request for Examination (OMB 0704-0173)

Identification of 5-Point Veterans' Preference Eligibility for Air Reserve Technician (ART) Positions

W-4, Employee's Withholding Allowance Certificate (OMB 1545-0074)

Waiver Summary

Individual Reserve Assignment

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

FO36 AETC R

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.

N1-AFU-90-03; DAA-AFU-2019-0020

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

4/19/2019

(3) Retention Instructions.

T 36 - 14 R 01.00 - Enlistment and Transfer Reports, Rejected Enlistment Applications--Destroy after 2 years

T 36 - 14 R 03.00 - Basic Trainee Interview Records--Destroy 1 year after completion of case

T 36 - 14 R 04.00 - Recruiting Activities Management Support System (RAMSS) DSD EO27--Destroy when no longer needed

T 36 - 14 R 05.00 - Recruiter Personnel Records--Destroy 1 year after individual is removed from recruiter production status

T 36 - 14 R 06.00 - ASVAB Testing Lead Information--Destroy after 2 months

T 36 - 14 R 07.00 - Enlistment or Reenlistment Agreement- Armed Forces of the US and AF

Reenlistment Eligibility Form--Destroy after 3 months

Note: Among the dispositions cited in this field, the one with the longest retention time will be used on the system's records data

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. § 503. Enlistments, recruiting campaigns, compilation of directory information; AFMAN 36-2032, Military Recruiting and

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.

OMB Control Number: 0701-0150

Publication Date: Pending approval

Comment Close: 30 days from jan 7 2021

Citation: 85 FR 39169