



PRIVACY IMPACT ASSESSMENT (PIA)

For the

Holm Center Web Intensive New Gains System (WINGS) Application
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Department of the Air Force, Air Education and Training Command

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 | <input type="text" value="2509"/> |
| ☐ Yes, SIPRNET | Enter SIPRNET Identification Number | <input type="text"/> |
| ☐ 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

OMB 0701-0105

Enter Expiration Date

3 July 2016

☐ **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 United States Code 33, Appointment in Regular Component
- 10 United States Code 103, Senior Reserve Officers' Training Corps
- 10 United States Code 8013, Secretary of the Air Force
- E.O. 9397 (SSN)
- Air Force Instruction (AFI) 36-2010, AFJROTC Sup 1, Air Force Junior Reserve Officer Training Corps
- Air Force Reserve Officer Training Corps Instruction (AFROTCI) 36-2011, Air Force Reserve Officers' Training Corps

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.

WINGS is the Holm Center Enterprise Resource Planning system that is used to track prospect, trainee and staff information for the Air Force Reserve Officer Training Corps, Officer Training Schools, and Junior Reserve Officer Training Corps programs. It collects and maintains personal information required to process financial transactions and evaluate performance as required by these programs.

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

WINGS has approved Ability to Connect and Ability to Operate determinations from the Defense Information Assurance Certification and Accreditation (DIACAP) process. All user access is role base and all data is protected with row level security.

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.

- ☒ **Other DoD Components.**

Specify.

- ☐ **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.

Applications for entry into Holm Center programs have consent statements and required PII collection. If no consent is given or required information is not provided applicant may not enter Holm Center program.

(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.

The general consent statement is that information will not be distributed and is for internal use only. When entering an obligated status there is an additional consent that information will be shared for pay and personnel tracking purposes.

(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.

AUTHORITY: 10USC 8013, Secretary of the Air Force: Powers and duties by ; implemented by AFI 36-2010, AFJROTC Sup 1, Air Force Junior Reserve Officer Training Corps (AFJROTC).

PURPOSE: To evaluate individual's qualifications for employment as an AFJROTC instructor.

ROUTINE USES: As indicated in system notice F035 ATC B, Air Force Junior ROTC (AFJROTC) Applicant/Instructor System. Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

DISCLOSURE: Furnishing information is voluntary. Failure to provide information could result in non-selection of AFJROTC instructor duty.

AUTHORITY: 10 U.S.C 33, Appointment in Regular Component; 10 U.S.C. 103, Senior Reserve Officers' Training Corps as implemented by AFROTCI 36-2011, Air Force Reserve Officers' Training Corps; and E.O. 9397 (SSN).

PURPOSE: To process and manage selected students for acceptance into the USAF ROTC program.

ROUTINE USES: This information may be disclosed for federal, state, local or foreign law enforcement authorities for investigating or prosecuting a violation or potential violation of law; to federal, state, or local agencies to obtain information concerning hiring or retention of an employee, issuance of a security clearance, letting of a contract, or issuance of a license, grant or other benefit; to a federal agency in response to its request in connection with the hiring or retention of an employee, issuance of a security clearance, reporting of an investigation of an employee, letting of a contract, issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; to a congressional office in response to their inquiry made at the request of the individual; to the Office of Management and Budget in connection with review of private relief legislation as set forth in OMB Circular A-19; to foreign law enforcement, security, investigatory, or administrative authorities to comply with requirements of international agreements and arrangements; to the state and local taxing authorities in accordance with Treasury Fiscal Requirements Manual Bulletin 7607; to the Office of Personnel Management (OPM) concerning information on pay and leave, benefits, retirement deductions, and other information necessary for OPM to carry out its functions; to NARA for records management functions; and to the Department of Justice for pending or potential litigation.

DISCLOSURE: Furnishing the information is voluntary. Failure to provide requested information will hinder processing.

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.