

# 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 Carrier Analysis Support (ACAS)

**2. DOD COMPONENT NAME:**

United States Transportation Command

**3. PIA APPROVAL DATE:**

02/12/20

## 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.**

Provides safety oversight of commercial air carriers providing airlift services to the DOD, IAW Public Law 10 U.S.C. 2640, 32 CFR 861, and DODI 4500.53, and automates the planning, management, and activation of the Civil Reserve Air Fleet (CRAF). Collects name, rank/grade, official duty title, official duty organization/office, and official duty phone number and official email address.

**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)

identification, administrative, and mission related use

**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 individual may opt not to complete the Form 2875 - System Authorization Access Request; however, system access will not be granted and the individual cannot accomplish their official duty. The individual may opt not to complete the AMC 234 - Ramp Inspection Checklist or AMC 228 Cockpit Mission Observer Program; however, the individual would not be accomplishing their official duty to provide safety oversight and the inspection results cannot not be collected.

**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.

Individuals provide the completed forms 2875, AMC 234, or AMC 228.

**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

Name/Rank only are collected via the AMC 234 - Ramp Inspection Checklist and AMC 228 - Cockpit Mission Observer Program and statement or advisory is on the forms.

The DD Form 2875 statement is:

Authority: Executive Order 10450,9397: and Public Law 99-474, the Computer fraud and Abuse Act.

Principle Purpose: To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals

requesting access to Department of Defense (DoD) systems and information. Note: Records may be maintained in both electronic and/or paper form.

Routine Uses: None

Disclosure: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

**h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component? (Check all that apply)**

- |   |          |   |
|---|----------|---|
| <input checked="" type="checkbox"/> Within the DoD Component  | Specify. | HQ AMC/A3B  |
| <input type="checkbox"/> Other DoD Components   | Specify. |   |
| <input checked="" type="checkbox"/> Other Federal Agencies  | Specify. | Federal Aviation Administration (FAA)   |
| <input type="checkbox"/> State and Local Agencies   | Specify. |   |
| <input checked="" type="checkbox"/> 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. | Communications, Operation, & Maintenance Functions II (COM-F II), FA4452-15-C-0001, FAR 52.239-1, Privacy or Security Safeguards, Privacy Act, Title 5 U.S. Code, Section 552a and applicable agency rules and regulations. |
| <input type="checkbox"/> 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 checked="" type="checkbox"/> Other Federal Information Systems |   |

ACAS collects individual names, rank/grade, official duty position/title, official duty organization, and official duty telephone numbers either by forms submitted by individuals and via electronic data exchange from the Federal Aviation Administration's Safety Performance Analysis System (SPAS)

**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 (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 type="checkbox"/> Other (If Other, enter the information in the box below) |   |

Individuals complete DD Form 2875, AMC 234 and AMC 228 and provides the form via email. There is information sharing between DOD's Air Carrier Analysis System (ACAS) and the FAA's Safety Performance Analysis System (SPAS) in accordance with Public Law 10 USC 2640 and DODI 4500.53. Information exchanged includes names, official duty position/title, official duty organizations, and official duty telephone numbers.

**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.

PII not collected

**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.

**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.

Public Law 10 USC 2640, 32 CFR 861, DODI 4500.53, and AFI 21-101 AMC Supplement, mandates the safety oversight of commercial air carriers providing airlift services to the DOD, to include, collection of AMC 234 - Ramp Inspection Checklist and AMC 228 Cockpit Mission Observer Program, maintain and analyze air carrier safety information from the FAA, and sharing DOD air carrier safety information with the FAA. User completes a DD Form 2875 to obtain access to ACAS in accordance with DODI 8500.01 that mandates all personnel with access to DOD IT are appropriately cleared and are authorized access.

**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.

Information collect does not fall within guidelines of DOD Manual 8910.01, Volume 2, Enclosure 3, Paragraph 7