

personnel or payroll systems and Federal benefit programs where matching:

- (1) Determines Federal benefit eligibility;
- (2) Checks on compliance with benefit program requirements;
- (3) Recovers improper payments or delinquent debts from current or former beneficiaries.

(b) Matches used for statistics, pilot programs, law enforcement, tax administration, routine administration, background checks and foreign counterintelligence, and internal matching that won't cause any adverse action are exempt from PA matching requirements.

(c) Any activity that expects to participate in a matching program must contact AF-CIO/P immediately. System managers must prepare a notice for publication in the **Federal Register** with a Routine Use that allows disclosing the information for use in a matching program. Send the proposed system notice to AF-CIO/P. Allow 180 days for processing requests for a new matching program.

(d) Record subjects must receive prior notice of a match. The best way to do this is to include notice in the Privacy Act Statement on forms used in applying for benefits. Coordinate computer matching statements on forms with AF-CIO/P through the MAJCOM PA Officer.

§ 806b.51 Privacy and the Web.

Do not post personal information on publicly accessible DoD Web sites unless clearly authorized by law and implementing regulation and policy. Additionally, do not post personal information on .mil private Web sites unless authorized by the local commander, for official purposes, and an appropriate risk assessment is performed. See AFI 33-129, *Transmission of Information Via the Internet*.

(a) Ensure public Web sites comply with privacy policies regarding restrictions on persistent and third party cookies, and add appropriate privacy and security notices at major Web site entry points and Privacy Act statements or Privacy Advisories when collecting personal information. Notices must clearly explain where the collection or sharing of certain information may be optional, and notify users of how to provide consent.

(b) Include a Privacy Act Statement on the Web page if it collects information directly from an individual that we maintain and retrieve by his or her name or personal identifier (*i.e.*, SSN). We may only maintain such

information in approved PA systems of records that are published in the **Federal Register**. Inform the visitor when the information is maintained and retrieved by name or personal identifier in a system of records; that the Privacy Act gives them certain rights with respect to the government's maintenance and use of information collected about them, and provide a link to the Air Force Privacy Act policy and system notices at <http://www.foia.af.mil>.

(c) Anytime a Web site solicits personally-identifying information, even when not maintained in a PA system of records, it requires a Privacy Advisory. The Privacy Advisory informs the individual why the information is solicited and how it will be used. Post the Privacy Advisory to the Web page where the information is being solicited, or through a well-marked hyperlink "Privacy Advisory—Please refer to the Privacy and Security Notice that describes why this information is collected and how it will be used."

Subpart M—Training

§ 806b.52 Who Needs Training.

The Privacy Act requires training for all persons involved in the design, development, operation and maintenance of any system of records. More specialized training is needed for personnel who may be expected to deal with the news media or the public, personnel specialists, finance officers, information managers, supervisors, and individuals working with medical and security records. Commanders will ensure that above personnel are trained annually in the principles and requirements of the Privacy Act.

§ 806b.53 Training Tools.

Helpful resources include:

(a) The Air Force FOIA Web page which includes a Privacy Overview, PA training slides, the Air Force systems of records notices, and links to the Defense Privacy Board Advisory Opinions, the DoD and Department of Justice Privacy Web pages. Go to <http://www.foia.af.mil>. Click on "Resources."

(b) "The Privacy Act of 1974," a 32-minute film developed by the Defense Privacy Office. Contact the Joint Visual Information Activity at DSN 795-6543/7283 or commercial (717) 895-6543/7283, and ask for #504432 "The Privacy Act of 1974."

(c) A Manager's Overview, What You Need to Know About the Privacy Act. This overview gives you Privacy Act 101 and is available on-line at <http://www.foia.af.mil>.

(d) Training slides for use by the MAJCOM and base PA officers,

available from the FOIA Web page at <http://www.foia.af.mil>, under "Resources."

Note: Formal school training groups that develop or modify blocks of instruction must send the material to AF-CIO/P for coordination.

§ 806b.54 Information Collections, Records, and Forms or Information Management Tools (IMT).

(a) Information Collections. No information collections are required by this publication.

(b) Records. Retain and dispose of PA records according to AFMAN 37-139, Records Disposition Schedule.

(c) Forms or IMTs (Adopted and Prescribed).

(1) Adopted Forms or IMTs. AF Form 624, Base/Unit Locator and PSC Directory, and AF Form 847, Recommendation for Change of Publication.

(2) Prescribed Forms or IMTs. AF Form 3227, Privacy Act Cover Sheet, AF Form 771, Accounting of Disclosures, and AF Visual Aid 33-276.

Appendix A to Part 806b—References

Title 5, U.S.C., Section 552a, as amended,
The Privacy Act of 1974
Title 5, U.S.C., Section 552, The Freedom of Information Act
Title 10, U.S.C., Section 8013 Secretary of the Air Force
E.O. 9397, Numbering System for Federal Accounts Relating to Individual Persons
Pub. L. 100-235, The Computer Security Act of 1987
Pub. L. 100-503, The Computer Matching and Privacy Act of 1988
Pub. L. 104-13, Paperwork Reduction Act of 1995
Pub. L. 107-347, Section 208, E-Gov Act of 2002,
32 CFR part 806b, Air Force Privacy Act Program
Federal Register
DoD 6025.18R, DoD Health Information Privacy Regulation, 24 January 2003
DoDD 5400.11, DoD Privacy Program, December 13, 1999
DoD 5400.7-R/AF Supp, DoD Freedom of Information Act Program
DoD 5400.11-R, Department of Defense Privacy Program, August 1983
Defense Acquisition Regulation
OMB Circular A-130, Management of Federal Information Resources
AFPD 37-1, Air Force Information Management
AFI 33-129, Transmission of Information Via the Internet
AFI 33-202, Computer Security
AFI 33-329, Base and Unit Personnel Locators
AFI 33-360, Volume 2, Forms Management Program
AFI 90-401, Air Force Relations With Congress