

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:

1099 Tax Reporting Program

2. DOD COMPONENT NAME:

Defense Finance and Accounting Service

3. PIA APPROVAL DATE:

04/02/18

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

a. The PII is: (Check one. Note: foreign nationals are included in general public.)

- | | |
|--|--|
| <input type="checkbox"/> From members of the general public | <input type="checkbox"/> From Federal employees and/or Federal contractors |
| <input checked="" type="checkbox"/> From both members of the general public and Federal employees and/or Federal contractors | <input type="checkbox"/> Not Collected (if checked proceed to Section 4) |

b. The PII is in a: (Check one)

- | | |
|--|---|
| <input type="checkbox"/> New DoD Information System | <input type="checkbox"/> New Electronic Collection |
| <input checked="" type="checkbox"/> Existing DoD Information System | <input type="checkbox"/> Existing Electronic Collection |
| <input type="checkbox"/> 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.

To gather and capture payment data from convenience checks issued by Convenience Check Writers and other Defense Finance and Accounting Services and Department of Defense applications for tax reporting on various Internal Revenue Service Tax Forms 1099. Data is consolidated to produce one applicable 1099 per recipient if possible. The types of Personally Identifiable Information collected in the system are Merchant's Social Security Number (or Merchant's Tax Identifier Number), Merchant's Name, Merchant's Doing Business As Name, Merchant's Mailing Address, Merchant's Telephone Numbers, Merchant's Email Address, 1099 Tax Reporting Program User's Name, 1099 Tax Reporting Program User's Account Number, 1099 Tax Reporting Program User's Telephone Number, and 1099 Tax Reporting Program User's 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)

Information is required for identification purposes for Mission related use only.

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.

1099 Tax Reporting Program requires the Personally Identifiable Information in order to issue tax documents as required by the Internal Revenue Service. The Personally Identifiable Information data is required as a condition of obtaining a contract or other procurement action with the United States Government.

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.

1099 Tax Reporting Program requires the Personally Identifiable Information in order to issue tax documents as required by the Internal Revenue Service. The Personally Identifiable Information data is required as a condition of obtaining a contract or other procurement action with the United States Government.

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.)

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Privacy Act Statement | <input checked="" type="checkbox"/> Privacy Advisory | <input type="checkbox"/> Not Applicable |
|---|--|---|

Warning Banner: >>For Official Use Only<< WARNING

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG- authorized use only.

By using the IS (which includes any device attached to this IS), you consent to the following conditions:

-The USG routinely intercepts and monitors communications on the IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

-At any time, the USG may inspect and seize data stored in this IS.

-Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG- authorized purpose.

-This IS includes security measures (e.g., authentication and access controls) to protect USG interests-not for your personal benefit or privacy.

-Notwithstanding the above, using this IS does not constitute consent to PM, LE, or CI investigative searching and monitoring of the content of privileged communications, or work product, related to personal representation of services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work products are private and confidential. See User Agreement for details.

Privacy Act Statement - This System Contains Privacy Act Data. The Information Accessed Through This System Is For Official Use Only And Must Be Protected In Accordance With The Privacy Act Of 1974.

AUTHORITY: Executive Order 10450, 9397 as amended, and Public Law 99-474, The Computer Fraud And Abuse Act.

PURPOSE OF USE: To Record Names and Social Security Numbers for the Purpose of Validating the Trustworthiness of Individuals Requesting Access to Department Of Defense (DoD) Systems and Information.

ROUTINE USES: Those Generally Permitted Under The 5 U.S.C. 522a(B) of The Privacy Act as Required.

DISCLOSURE: Requested Information May Impede, Delay or Prevent Further Processing of this Request.

NOTE: Records May Be Maintained in Both Electronic and/or Paper Form.

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.

Other DoD Components

Specify.

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.

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

Individuals enter data into the 1099 Tax Reporting Program after receiving a W-9 from the Internal Revenue Service or issuing a convenience check for "service" type transaction. Data on the W-9 and convenience check are validated using System Award Management System owned by Government Service Agency.

Data is received manually from the following Defense Finance and Accounting Service payment systems: Mechanization of Contract Administration Services (MOCAS), Computerized Accounts Payable Systems (CAPS), Integrated Accounts Payable Systems (IAPS) & One-Pay

Data is received manually from the following Department of Defense applications: Defense Enterprise Accounting Management System (DEAMS), General Fund Enterprise Business System (GFEBS), Defense Agencies Initiative (DAI), Logistics Modernization Program (LMP), Navy Enterprise Resource Planning (NAVY ERP), Enterprise Business System (EBS), Transportation Financial Management System (TFMS).

Because all data being received is from other systems 1099 Tax Reporting Program does not require Office of Management and Budget approval.

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

User Access Forms, to include the DD Form 2875, DD Form 2869, and the Security Rules of Behavior, are emailed, faxed, or mailed via the United States Postal Service to the Enterprise Solution & Standards Tax Office, and then data is manually entered by the Tax Team. Data from the Internal Revenue Service Form W-9 and convenience checks are manually input by the 1099 Tax Reporting Program user or faxed, emailed, or mailed via United States Postal Service to the Tax Office, and then manually input by the Tax Office. Data received via manual interface between Defense Finance and Accounting Service or Department of Defense payment systems and the Enterprise Solution & Standards Tax Office is imported by the Defense Finance and Accounting Service Information & Technology Tax Team to the Defense Finance and Accounting Service Configuration Management Area and then to Defense Information System Agency to be uploaded into the 1099 Tax Reporting Program.

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.

Washington Headquarters Services (WHS), Office of Information Management (OIM), WHS/ESD/Directives Division granted 1099 Tax Reporting Program a onetime waiver. Attachment provided.

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.

Internal Revenue Code (IRC) Title 31 United States Code (U.S.C.) Subtitle III, Chapter 33, Subchapter II Money and Finance Section 3325; Internal Revenue Code (IRC) Title 26 United States Code (U.S.C.) Subtitle F: 6041, 6041A, 6041-3, 6050, 6050M; Department of Defense

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.

1099 TRP does not collect data from the public. Data is received manually from the following Defense Finance and Accounting Service payment systems: Mechanization of Contract Administration Services (MOCAS), Computerized Accounts Payable Systems (CAPS), Integrated Accounts Payable Systems (IAPS) & One-Pay.

Data is received manually from the following Department of Defense applications: Defense Enterprise Accounting Management System (DEAMS), General Fund Enterprise Business System (GFEBS), Defense Agencies Initiative (DAI), Logistics Modernization Program (LMP) Navy Enterprise Resource Planning (NAVY ERP), Enterprise Business System (EBS), Transportation Financial Management System (TFMS).

Because all data being received is from other systems 1099 Tax Reporting Program does not require Office of Management and Budget approval.