

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:

Defense Cash Accountability System

2. DOD COMPONENT NAME:

Defense Finance and Accounting Service

3. PIA APPROVAL DATE:

04/03/18

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.

The Defense Cash Accountability System (DCAS) supports the DoD financial reporting process by performing cross disbursing functions in reconciling financial transactions among the DoD reporting entities, as well as contributing to the reconciliation functions related to DoD reporting entities' Funds Balance With Treasury (FBwT). DCAS processes PII in order for partner systems to be able to perform their missions.

Types of personal information:

Individual's name, social security number (SSN) / tax identification number (TIN).

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)

Why is PII Collected?

DCAS collects PII in order for partner systems and databases to be able to perform their missions. DCAS collects PII from Automated Disbursing System (ADS), since ADS has interconnecting systems that require the use of the SSN/TIN in the disbursement process. DCAS collects PII directly from Defense Corporate Database (DCD) via cross disbursement transactions, since the name and SSN are needed to tie the transaction back to an individual traveler. The source of the DCD PII is the Defense Travel System (DTS). DCAS collects PII from the Defense Disbursing Analysis Reporting System (DDARS), since DDARS requires the use of SSN for the matching of disbursements and collections, and the reconciling and identifying of unmatched or problem disbursements. DCAS collects PII from the Operational Data Store (ODS), since ODS requires the use of SSN to track financial transactions from beginning to end. DCAS collects PII from the Defense Civilian Pay System (DCPS) via the Cleveland Disbursing Office 2035 Debt Database. This PII is needed so the Cleveland Payroll Offices can identify the employee for which the collection was made.

What is the intended use of the PII?

Mission-related use: The DCAS application must process PII to provide cross disbursing support to other interconnecting systems.

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 DCAS is considered a pass-through type of data processing service. PII data is provided to the DCAS by other government financial systems. Users (Individuals) of these other financial system are provided the contents of the Privacy Act Statement (Section 6311 of title 5, United States Code) and contents of Public Law 104-134 (April 26, 1996) at the time of account creation. At this time, the user has the opportunity to object to the collection of their PII. However, individuals and proprietorships cannot be paid by direct deposit, since collection of PII and payment by direct deposit is a condition of employment or contracting with the Department of Defense.

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.

Information is obtained from supporting financial management systems utilized by Active Duty, Reserve, Guard, separated or retired military members, cadets, dependents, annuitants, civilian employees, and individuals operating proprietorships. Individuals are advised of PII usage and provide consent at time of registry.

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

Privacy Act Statement
Section 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.

Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

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. DFAS organizations that demonstrate a need-to-know
- Other DoD Components Specify. Defense Logistics Agency
- 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)

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

SYSTEMS:

- Automated Disbursing System (ADS), System Owner: DFAS, DITPR ID: 36, SORN ID: T7906
- Defense Corporate Database (DCD), System Owner: DFAS, DITPR ID: 17250, SORN ID: T7320
- Defense Civilian Pay System (DCPS), System Owner: DFAS, DITPR ID: 93, SORN ID: T7335
- Defense Disbursing Analysis Reporting System (DDARS), System Owner: DFAS, DITPR ID: 838, SORN ID: T7300
- Defense Travel System (DTS), System Owner: Defense Manpower Data Center (DMDC), DITPR ID: 125, SORN ID: DHRA 08 DoD
- Financial Management System Next Generation (FMSNG), System Owner: Naval Systems Management Activity's (NSMA), DITPR ID and SORN ID: Information within the system is not retrieved by name or Social Security number.
- Operational Data Store (ODS), System Owner: DFAS, DITPR ID: 13, SORN ID: T7900
- Standard Accounting, Budget and Reporting System (SABRS), System Owner: DFAS, DITPR ID: 21, SORN ID: Information within the system is not retrieved by name or Social Security number.

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

- | | |
|---|--|
| <input 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 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) | |

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.dod.mil/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.

DCAS is not required to have a SORN since the system does not retrieve information by PII. DCAS does not query by PII or manipulate any of the PII information that is pushed to the DCAS system. PII data is provided to DCAS by other government financial systems. Users (Individuals) of these other financial system are provided the contents of the Privacy Act Statement (Section 6311 of title 5, United States Code) and contents of Public Law 104-134 (April 26, 1996) at the time of account creation.

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?

DFAS 5015.2-M Volume

- (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.

Cutoff at the end of the fiscal year, and destroy 10 years after cutoff.

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.

5 U.S.C. 301, Departmental Regulations; Public Law 104-134, Debt Collection Improvement Act of 1996; DoD Financial Management Regulation 7000.14-R, Volumes 7B, 7C, 8, Military Pay Policy and Procedures Retired Pay, Military Pay Policy and Procedures Active Duty and Reserve Pay, Civilian Pay Policy and Procedures; and E. O. 9397 (SSN), as amended.

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.

The DCAS does not have a PRA requirement as all data is received through other government systems. The data is cleared at point of entry per DoD 8910.01.