

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:

myPay

2. DOD COMPONENT NAME:

Defense Finance and Accounting Service

3. PIA APPROVAL DATE:

09/13/19

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 myPay system is a web-based system designed to allow authorized individuals the ability to retrieve, review, and update payroll information from their specific payroll system(s). Records are also used for extraction or compilation of data and reports for management studies and statistical analyses for use internally or externally as required by DoD or other government agencies. myPay eliminates the inherent risks associated with postal delivery by affording users the ability to access electronic tax statements and other financial information online. As the customer base for pay systems has increased, myPay is updated to include the new customers and use of myPay increases.

Personally Identifiable Information (PII) includes individual's Name, SSN, Home/Mailing Address, Marital Status, and Personal 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)

The intended use of the PII is administrative in nature. myPay presents Internal Revenue Service (IRS) Tax forms/Statements with the required PII for the Dept of Treasury. SmartVoucher input by the individual user populates Department of Defense (DD) Form 1351-2 Travel Voucher for payroll systems.

myPay was created to support the following mission statement: "myPay seeks to provide electronic means of access to financial information and transaction capability to the system's customer base by providing its customers with a convenient, high quality, paperless business environment that safeguards personal information. The myPay mission directly supports the Government's Paperwork Elimination Act of 1999 and Human Resources (H.R.) 2458 of the Electronic (E)-Government Act of 2002."

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.

Individuals can object to the collection of PII by not creating a personal myPay account and not using the myPay web application.

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 who visit the myPay web application can view the Privacy Act Statement by clicking on the Frequently Asked Question (FAQ) tab located on the top of the home page login screen.

Privacy Act Statement: The information you provide to the DFAS myPay system is covered by the Privacy Act of 1974. To receive a copy of the Privacy Act Statement for the actions you enter into the system, please see your Local Finance Office or your Customer Service Representative.

AUTHORITY: Title 5 U.S.C. Chapters 53, 55, 81; Title 10 U.S.C. Chapters 11, 61-73; Title 37 U.S.C.; GAO Manual for Guidance of Federal Agencies, Title 6, Chapter 4, para. 4.2.B.2; and E.O. 9397

PRINCIPAL PURPOSES: The DFAS myPay system collects information from Army, Navy, and Air Force active and reserve military service members paid by the Defense Joint Military Pay System (DJMS); Marine Corps active and reserve service members paid by the Marine Corps Total Force System (MCTFS); DOD and non-DOD civilians paid by the Defense Civilian Pay System (DCPS); and military retirees/annuitants paid by the Defense Retiree/Annuitant Pay System (DRAS) to validate the identity of the system user in the event he/she needs to reestablish an account password and to execute changes to certain payroll information.

ROUTINE USES: Payroll data will be disclosed to financial institutions or other entities as designated by the employee to receive such information.

DISCLOSURE: Disclosure is voluntary; however, if the employee fails to provide the information requested, DFAS will not be able to process the request.

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

Individuals who visit the myPay web application can view:

SECURITY

This is a Department of Defense (DOD) Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access), is provided only for authorized U.S. Government use. DOD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DOD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored. Use of this DOD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for these purposes.

For more information about DFAS visit: <https://www.dfas.mil>.

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.

Within DFAS, PII is shared with the following organizations/systems:
Cleveland Customer Contact Center (CCC)
Indianapolis Customer Contact Center (CCC)
Defense Joint Military Pay System - Active Components (DJMS-AC)
Defense Joint Military Pay System - Reserve Components (DJMS-RC)
Defense Civilian Pay System (DCPS)
Defense Retired and Annuitant Pay System (DRAS)
Integrated Garnishment System (IGS)
JROTC Instructors (JROTC)

Other DoD Components

Specify.

Military Services
Army Active and Reserve Components
Air Force Active and Reserve Components
Navy Active and Reserve Components
Marine Corps Active and Reserve Components
All other DoD Components

Other Federal Agencies

Specify.

Broadcasting Board of Governors (BBG)
Department of Energy (DOE)
Executive Office of the President (EOP)
Department of Health and Human Services (HHS)
Mariner's Sealift Command (MSC)
Department of Veterans Affairs (VA)

State and Local Agencies

Specify.

PII may be shared with state and local law enforcement agencies involved in criminal investigations, but only as it applies to the transaction or inquiry related to that agency, or as otherwise required by law.

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.

Military and civilian retirees, their former spouses (Former Spouse Protection Act (FSPA) Claimants) and annuitants.

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

myPay Web:

ADS - Inbound
CEDMS - Inbound
DCD/DCW - Both
DCPS - Both
DJMS-AC - Both
DJMS-RC - Both
DRAS - Both
EEX - Outbound
goDocs - Both
HHS-EHCM - Both
IGS - Inbound
JROTC - Inbound
MCTFS - Both
NAFCPS - Both

myPay Master PIN Database (MPDB):

AFDS - Inbound
AF MILPDS - Both
BBG - Inbound
CMS - Inbound
DCPS - Both
DJMS-AC - Outbound
DJMS-RC - Outbound
DMDC - Inbound
DOE - Inbound
DRAS - Both
goDocs - Both
HHS-ERP - Outbound
ITAPDB - Both
JROTC - Inbound
MCTFS - Outbound
NSIPS - Both
PLFS - Both
VA-HRIS - Inbound

myPay SmartDocs (SD):

DCPS - Both
DJMS-AC - Inbound
DJMS-RC - Inbound

myPay SmartVoucher (SV):

Scott AFB-DTOD - Inbound

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

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://dpclid.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.

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.

Cutoff at the end of the fiscal year (FY) and destroy records 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.

Title 5 United States Code (U.S.C). Section 301, Departmental Regulations; Title 5 U.S.C. Chapters 53, 55, and 81; and EO 9397, Social Security Number (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.

In accordance with DoD Manual 8910.01, Volume 2, "DoD Information Collections Manual: Procedures for DoD Public Information Collections", OMB approval is not required for myPay. Federal employees are not considered members of the public when they respond to a collection of information within the scope of their employment. The surveys only collect information from the users that pertains to their scope of employment.