

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:

Automated Disbursing System (ADS)

2. DOD COMPONENT NAME:

Defense Finance and Accounting Service

3. PIA APPROVAL DATE:

03/05/19

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 ADS system automates disbursing and collection related functions for various entitlement and accounting systems. Payment and collection data is entered into ADS through two primary ways:

- 1) Entitlement pay systems generate payment data which is automatically transmitted to ADS via system interfaces.
- 2) Disbursing Operations users, as well as users at various operating/entitlement organizations, may manually input miscellaneous payments and collections into ADS. ADS processes payment data received and, depending on payment type, collects and aggregates payment transactions into:
 - 1) Bulk Electronic Funds Transfer (EFT) payment files for submission to the Federal Reserve Bank (FRB) Automated Clearing House (ACH) network for payment; or
 - 2) Check files transmitted to other entities for printing/payment.

PII includes individual's name, Social Security Numbers (SSN), mailing address, rank, grade, check and electronic fund transfer disbursements, collections of debts or overpayment from entitlement systems, electronic funds transfer rejected transactions, and notice of change information regarding an individual's account from financial institutions. The ability to view Personally Identifiable Information (PII) information within the system is limited to users based on need-to-know and least privileges access rules.

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 - The ADS system is designed to automate the processing of disbursements, collections, and reporting payments for a variety of entitlement and accounting systems. Mission-related use - This information is provided to the U.S. Department of the Treasury and Federal Reserve Bank for reporting the financial status of the Department of Defense (DoD) funds and providing information on check issues and electronic fund transfers. This system is a disbursing system of record and consolidates disbursing information for the DoD.

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.

ADS does not collect PII directly from the individual. PII is part of the payment and collection data ADS receives from the entitlement and accounting systems. The entitlement and accounting systems received the information directly from the individual

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.

ADS does not collect PII directly from the individual. PII is part of the payment and collection data ADS receives from the entitlement and accounting systems. The entitlement and accounting systems received the information directly from the individual.

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

ADS does not collect PII directly from the individual. PII is part of the payment and collection data ADS receives from the entitlement and accounting systems. The entitlement and accounting systems received the information directly from the individual.

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.

PII will be shared with internal DFAS organizations that demonstrate a 'need to know' (e.g. disbursing operations).

Other DoD Components

Specify.

Army
Navy
Air Force
Marine Corps
Defense Agencies

Other Federal Agencies

Specify.

U.S. Department of the Treasury
Federal Reserve Bank
Internal Revenue Service (IRS)
Health and Human Services (HHS)
Department of Energy (DOE)
Environmental Protection Agency (EPA)
Veterans Affairs (VA)
Executive Office of the President (EOP)
Broadcasting Board of Governors (BBG)
Military Sealift Command (MSC)

State and Local Agencies

Specify.

Court Order State Garnishment
State and Local Tax Agencies

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.

Various U.S. Banks & Colleges
– Grants may contain Tax Identification Number (TIN)

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

PII is received from:

Defense Civilian Payroll System(DCPS)
Defense Joint Military Payroll System(DJMS) - Active Command (AC)
Defense Joint Military Payroll System(DJMS) -Reserve Command (RC)
Defense Retired and Annuitant Pay System(DRAS)
One Pay (OP)
Navy Integrated Automated Travel System(IATS)
Navy Enterprise Resource Planning (ERP)
General Fund Enterprise Business System (GFEBS)
Navy
Army
Air Force
Marine Corps
Defense Agencies

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.

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.

Cut off at end of fiscal year in which deposits have been verified or upon resolution of any outstanding adjustments. 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; Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Vol. 5, Chapter 20; 31 U.S.C. Sections 3511, 3512, and 3513; 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 Automated Disbursing System does not have a Paper Reduction Act (PRA) requirement as all data received through entitlement systems. The data is cleared at point of entry per DoD 8910.01, presumably the entitlement systems.