

## 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 Check Reconciliation Module (DCRM)

**2. DOD COMPONENT NAME:**

Defense Finance and Accounting Service

**3. PIA APPROVAL DATE:**

08/13/18

### SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

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

- From members of the general public  From Federal employees and/or Federal contractors  
 From both members of the general public and Federal employees and/or Federal contractors  Not Collected (if checked proceed to Section 4)

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

- New DoD Information System  New Electronic Collection  
 Existing DoD Information System  Existing Electronic Collection  
 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 Check Reconciliation Module (DCRM) has three modules: The check issue subsystem performs management control over the reporting of DoD check issues (Level 8) reporting to the U.S. Department of Treasury. The information collected from Disbursing systems provides Disbursing Station Symbol Number (DSSN), check number, check range, amount and accounting period (month/year).

The Unavailable Check Cancellation (UCC) subsystem is an interactive system for the entering of Check Stops/Cancellations (Standard Form (SF) 1184); which are edited and then sent to the Treasury for further action. Input data in UCC is through on-line manual input or data batch interface from DFAS Disbursing Systems. Types of Privacy Identifiable Information (PII) data found are Social Security Number (SSN), Name, address, Account and Financial Information. (Types of data referenced in section 2.a.1)

Electronic Fund Transfer (EFT) module sends EFT transmittals of Vendor and Military Pay (Garnishments and Allotments) to the Federal Reserve Bank (FRB) for payment. The EFT module was designed to provide on-line tracking and acceptance of EFT payment transmittals and eliminate duplicate transfers from payroll/dispensing systems. The on-line view does not contain personal information however the EFT transmittals contain PII data such as Social Security Number (SSN), Name, Address, Account and Financial Information. (Types of data referenced in section 2.a.1)

**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 and data matching;

This record is used in the event an issued check is returned or a stop payment is requested. The identifying check number and PII must match exactly to the original check to properly process the SF 1184 Check Cancellation.

**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.

DCRM/EFT does not collect PII 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.

DCRM doesn't initially collect PII information. PII data is collected during the check cancellation process, as required by Department of Treasury.

EFT doesn't collect PII information from the payment files. PII data is not stored in an area that can be viewed by an EFT user.

**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

DCRM/EFT does not collect PII 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 shared via on-line access for disbursing offices within DFAS.

Other DoD Components

Specify.

PII information is shared with internal DFAS disbursing offices, central and field sites within the Air Force, Army, Navy, Marine Corps.

Other Federal Agencies

Specify.

U.S. Treasury Department, provide PII information on checks to be canceled.  
Electronic Fund Transfer payments provide PII data to Federal Reserve Bank for Payment processing.

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

PII data is collected through DoD information systems interface from the Deployable Disbursing System (DDS) and the Automated Disbursing System (ADS) to process Unavailable Check Cancellation (UCC), SF 1184. DCRM on-line UCC information can be input by disbursing personnel who have access to check identification information; which may be collected through paper, telephone, email or fax.

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

E-mail

Official Form (Enter Form Number(s) in the box below)

Face-to-Face Contact

Paper

Fax

Telephone Interview

Information Sharing - System to System

Website/E-Form

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.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.

DCRM/EFT does not retrieve PII by name or unique identifier.

**I. 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.

Authority: (General Records Schedule (GRS) 1.1, item 010); 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 United States Code (U.S.C.) 301, Departmental Regulations; 31 U.S.C. Sec. 3511, 3512, 3513; and E.O. 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.

DCRM/EFT does not require OMB approval in accordance with DoD Manual 8910.01, Volume 2, "DoD Information Collections Manual: Procedures for DoD Public Information Collections", a. OSD and DoD components, 1 through 5.