

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 Civilian Pay System (DCPS)

2. DOD COMPONENT NAME:

Defense Finance and Accounting Service

3. PIA APPROVAL DATE:

12/27/18

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.

DCPS is used to process payroll for federal civilian employees according to existing regulatory, statutory, and financial information requirements relating to civilian pay entitlements and applicable policies and procedures. As the civilian payroll processing system for the Department of Defense (DoD), Executive Office of the President (EOP), Health and Human Services (HHS), Department of Energy (DoE), Broadcasting Board of Governors (BBG), Military Sealift Command (MSC) and Veterans Affairs (VA), DCPS is used to generate payroll-related disbursement, collection and accounting files, and reports associated with approximately 1.2 million employees of the Federal government. Accordingly, DCPS must satisfy the complex and extensive functional, technical, and interface requirements associated with DoD and non-DoD civilian pay.

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)

PII data required for reporting earnings to the Department of Treasury, reporting individual earnings notifications (W2 and Leave and Earnings Statement (LES), and sending premium payments for health, life and long term care insurance premium payment. Required to process and deliver pay for DoD and non-DOD employees as well as report earnings to other Federal agencies.

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.

DCPS does not directly collect PII data from individuals.

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.

DCPS does not directly collect PII data from individuals.

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.)

DCPS does not directly collect PII data from individuals.

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 owned system types include: Automated Disbursing System (ADS), Data Storage, Employee Self Service System (myPay), Time and Attendance, Garnishments, and several Accounting Systems.
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- Other DoD Components Specify.

Department of the Army, Department of the Air Force, Department of the Navy,(including Military Sealift Command - MSC) and all Defense agencies.
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- Other Federal Agencies Specify.

Department of Energy, Department of Health and Human Services, Broadcast, Board of Governors, Department of Veteran's Affairs, Executive Office of the President, Department of Treasury, and Internal Revenue Service.

- State and Local Agencies Specify.

W-2 data with PII is sent to 42 states and approximately 1200 local agencies. DCPS provides CDs and addresses to Defense Logistics Agency (DLA). The passwords for the encrypted CDs are sent in a separate mailer.

- 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.

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- Other (e.g., commercial providers, colleges). Specify.

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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 checked="" type="checkbox"/> Other Federal Information Systems | |

Air Force Financial System Management Office, Job Order Cost Accounting System (JOCAS) II; Air Force Material Command (AFMC), Depot Maintenance Accounting and Production System; TAA-DMAPS - Time & Attendance (T&A) System Module - Depot Maintenance Accounting and Production System; Broadcasting Board of Governors (BBG), PIE: Secured FTP Server and WebTA; Combined Federal Campaign (CFC), Total Administrative Corp (TASC); Corporate Management Information Systems CMIS/DTMS; DCAA Management Information System (DMIS); DeCA Defense Commissary Agency Time and Attendance System PM [TAS]; Defense Agencies Initiative (DAI) Defense Logistics Agency (DLA) Transaction Services; Defense Civilian Personnel Advisory Service (DCPAS), Defense Civilian Personnel Data System (DCPDS); Defense Logistic Agency (DLA) Employee Guide for Labor Entry (EAGLE) and Enterprise Business System (EBS), SUPDESK, DLA Document Services; Defense Manpower Data Center (DMDC)-Operation Mongoose; Department of Health and Human Services - Office of Enterprise and Application Development (OEAD) Federal Aviation Administration Enterprise Services Center (ESC) FAA/ESC and HHS EHRP- Enterprise Human Resources and Payroll (EHRP) system; Department of Veterans Affairs Personnel and Accounting Integrated Data System (PAID);

Defense Finance and Accounting Service: DFAS: Automated Disbursing System (ADS); DFAS: Business Enterprise Information Services (BEIS) CEFT (Centralized Electronic Funds Transfer); DFAS: Defense Business Management System (DBMS); DFAS: Defense Cash Accountability System (DCAS);DFAS: Defense Industrial Financial Management System (DIFMS); DFAS: Defense MilPay Office /DFAS MilPay Repository (DMO/DMR); Affordable Care Act (ACA) correction tool; DFAS: Defense Working Capital Fund Accounting System (DWAS); DFAS: Departmental Cash Management System - Merged Accountability and Fund Reporting System. (DCMS-MAFR); DFAS: e-BIZ Program Management Office; DFAS: General Accounting & Finance System – Re-Engineered (GAFS-R) Civilian Pay Accounting Bridge (CPAB); DFAS: General Accounting and Finance System – Re-Engineered (GAFS-R); Defense Travel System (GAFS-DTS); DFAS: goDocs; DFAS: Integrated Garnishment System (IGS); DFAS: MyPay - WEB/MPDB Module; DFAS: On-Line Report Viewing (OLRV); DFAS: Operation Data Store (ODS); DFAS: Salary Offset Reporting System (SORS); DFAS: SmartDocs Email Relay System; DFAS: Standard Accounting and Reporting System; DFAS: Standard Accounting Budgeting and Reporting System; DFAS: Work Year and Personal Cost (WYPC);

DISA-Oklahoma: ATAAPS - Automated Time Attendance and Production System; Federal Retirement Thrift Investment Board (TSP) Core Recordkeeping System (CRS) Financial Accounting & Management Information System - Working Capital Fund (FAMIS-WCF) Labor Interface Module Financial Management Service (FMS); HQ Commander Navy Installations, TWMS Program Management Office - Total Workforce Management Services (TWMS) Transaction Online Processing System (TOP); Internal Revenue Service (IRS) eDelivery; Long Term Care Partners, LLC (BENEFEDS / LTC / FSA/SHPS); Marine Corps Logistic Command, Essex Replace Program MCPaLMS – ERP; Military Sealift Command, Human Resource Management System (MSC HRMS) and Financial Applications Suite (MSC FAS) and Financial Management System (MSC-FMS); National Geospatial Intelligence Agency (NGA) Enterprise Workforce System (NEWS);

National Reconnaissance Office Naval Air Systems Command (NAVAIR) DEPOT Maintenance System (NDMS); Naval Research Laboratories (NRL) Integrated Management/Processing System (IMPS); Naval Sea Systems Command 04I/Program Management Office of Information Technology (NAVSEA04I/PMO-IT) Pre and Post Payroll Processes (PPPP) system, Maritime Systems Environment/ Supervisors Desk (MSE/MSE/SUPDESK), and NAVSEA Standard Labor Data Collection and Distribution Application (SLDCADA) - Norfolk, Pearl, Portsmouth, Puget Sound; Navy Enterprise Business Solutions (NAVY EBS) Program Office (PMW 220) Navy Enterprise Resource Planning (Navy ERP) System; Office of Personnel Management (OPM) Enterprise Human Resources Integration (EHRI) Data Warehouse System; OPM-Retirement and Insurance Transfer System (RITS) / Treasury Web Applications Infrastructure (TWA I – RITS); Office of the Undersecretary of Defense Universe of Transactions (UoT) Auditable Universe of Data-Intelligence Tool (AUD-IT); Program Executive Office Enterprise Information Systems (PEO-EIS), General Fund Enterprise Business System (GFEBS); Program Executive Office, Simulation Training & Instrumentation (PEO STRI) Automated Time Attendance and Production System (ATAAPS).

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

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|---|--|
| <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.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.

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.

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.