

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:

Integrated Accounts Payable System (IAPS)

2. DOD COMPONENT NAME:

Defense Finance and Accounting Service

3. PIA APPROVAL DATE:

02/14/18

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.

IAPS is the Vendor Pay entitlement system supporting the US Air Force, Air National Guard, National Geospatial-Intelligence Agency, and Defense Security Service. The system is used to generate payment vouchers for claims, awards, personal expenditures, or other entitlements. IAPS utilizes an interactive interface with the General Accounting and Finance System (GAFS) for accounting support and interfaces with CDS (Central Disbursing System) for disbursing support. IAPS supports all foreign currency payments and is fully Electronic Commerce (EC) compatible. It supports an interactive, on-line data processing system or utilizes batch processing to handle voluminous financial updates to the database. The system retains or has access to limited financial information and Privacy Act Information including Names, Mailing/Home Addresses, Social Security Numbers (SSN), Taxpayer Identification Numbers (TINs), and other financial (i.e. banking) information to include vendor codes assigned to foreign nationals.

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)

IAPS does not collect PII directly from the individual/vendor. PII information is necessary to make payment to individuals/vendors. PII information is only used for entitlement and payment purposes. Internal Revenue Service requires tax withholding information be recorded by individual SSN or Tax Identification Number.

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.

IAPS does not collect PII directly from the individual/vendor. The PII is received from other systems.

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.

IAPS does not collect PII directly from the individual/vendor. The PII is received from other systems.

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

**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 data is shared with Defense Finance and Accounting Service (DFAS) IAPS Vendor Pay Operations located at Columbus, Ohio; Limestone, Maine; Germany and Japan.

Other DoD Components

Specify.

PII information is shared with Air Force field sites.

Other Federal Agencies

Specify.

Information is provided to DFAS Tax Office who then provides it to the Internal Revenue Service.

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 is passed to IAPS through interfaces with the following systems: Standard Procurement System (SPS), and Centralized Electronic Funds Transfer (CEFT). PII may also be manually entered into the system based on information obtained from copies of documents, contracts, claims, awards, reimbursements for personal expenditures, or other entitlements provided to DFAS identifying individuals for the purpose of Tax Withholding.

**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)

Paper documents are rare and are provided to DFAS via either mail or fax. The documents contain PII necessary to verify entitlement and provide remittance advice and are typically routed to supervisors and distributed to input technicians for immediate input to the IAPS system.

**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://dpcltd.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. Schedule 7225, Rule 1.06

(2) If pending, provide the date the SF-115 was submitted to NARA.

(3) Retention Instructions.

Cut off at end of fiscal year. Destroy 10 years after cutoff. AUTH: (GRS 1.1, Item 010)  
DFAS 5015.2-I dated 2 Feb 2015

**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; 31 U.S.C. Chapters 37 and 39, Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Vol. 10; and E.O. 9397 (SSN).

**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.

IAPS does not collect information directly from individuals.