



**DEFENSE FINANCE AND ACCOUNTING SERVICE**

**DEFENSE CIVILIAN PAY SYSTEM (DCPS)**

**IT Investment Unique Identifier**

**007-97-01-11-02-0572-00**

**PRIVACY IMPACT ASSESSMENT (PIA)**

**Point of Contact**

**Director, Civilian Payroll**

**Component Reviewing Official**

**Chief Information Officer**

**PREPARED BY**

**January 2008**

## PRIVACY IMPACT ASSESSMENT

1. **Department of Defense Component.** Defense Finance and Accounting Service
2. **Name of Information Technology (IT) System.** Defense Civilian Pay System
3. **Budget System Identification Number.** 0572
4. **System Identification Number(s) (IT Registry/Defense IT Portfolio Repository (DITPR)).** DITPR ID No. 93
5. **IT Investment (OMB Circular A-11) Unique Identifier (if applicable).** 007-97-01-11-02-0572-00
6. **Privacy Act System of Records Notice Identifier (if applicable).** T-7335
7. **OMB Information Collection Requirement Number (if applicable) and Expiration Date.** No
8. **Type of authority to collect information (statutory or otherwise).** 5 U.S.C. 301, Departmental Regulations; 5 U.S.C. Chapter 53, 55, and 81; and E.O. 9397 (SSN).
9. **Provide a brief summary or overview of the IT system (activity/purpose, present life cycle phase, system owner, system boundaries and interconnections, location of system and components, and system backup).**
  - a. **Activity/Purpose.** The DCPS program mission is to process payroll for 798,000 Executive Branch civilian employees. Its different functions are presented to the user in designated application screens. This system has been developed in accordance with regulatory, statutory, and financial information requirements relating to applicable civilian payroll policies and procedures. The DCPS processes pay on a biweekly basis through the use of Mainframe. The system is configured to support core financial requirements for DFAS, as well as provide civilian payroll services for its customers located at DoD and non-DoD activities worldwide.
  - b. **Present Life Cycle Phase.** (from DITPR) Operations and Support.
  - c. **System Owner.** Acting Director, Civilian Pay Systems, Defense Finance and Accounting Service, 250 Raby Avenue, Pensacola, FL 32509.
  - d. **System boundaries and interconnections.** Security boundary considerations begin with the DCPS input terminal and continue to the platforms that process the data input. Although the input computers do not belong to DFAS or the DCPS, security procedures are in place to address system risk.

Interconnections occur between DCPS customers such as Human Resources, time and attendance systems, labor and accounting systems, and federal/state and local reporting agencies. Documentation describing each interface is obtainable from the Civilian Pay System Management Directorate's Information Assurance Office.

- c. **System Location and Components.** The DCPS application is hosted at the Defense Enterprise Computing Center (DECC), Mechanicsburg, Defense Information Systems Agency (DISA), Bldg. 208, Naval Support Activity (NSA) 5450 Carlisle Pike, Mechanicsburg, PA 17050-2411.
  - f. **System Backup.** Defense Enterprise Computing Center (DECC), Chambersburg, DISA, Bldg. 3, Overcash Ave., Letterkenny Army Depot, Chambersburg, PA 17201-4186.
10. **Describe what information in identifiable form will be collected and the nature and source of the information (e.g., names, Social Security Numbers, gender, race, other component IT systems, IT systems from agencies outside DoD, etc.)**
- a. **Information in Identifiable Form.** All data is collected from outside of the DCPS and then it is fed into the DCPS from systems that interface with DCPS. Information received from the Defense Civilian Personnel Data System (DCPDS) includes: name, social security numbers, home address, and home telephone number as well as work schedule and benefit elections. Time and attendance (T&A) information is received from the agencies that feed T&A data to DCPS for pay processing.
  - b. **DFAS IT systems.** See attached listing of "DFAS" interfaces to the DCPS system.
  - c. **DoD Component IT systems.** See attached listing of interfaces to the DCPS system.
  - d. **IT systems from agencies outside DoD.** See the attached listing of interfaces to the DCPS system.
11. **Describe how the information will be collected (e.g. via the Web, via paper-based collection, etc.).** Data is collected via a file transfer across the NIPNET from the DCPDS, file transfer of information from agency owned T&A systems, and by direct user input into the DCPS.
12. **Describe the requirement and why the information in identifiable form is to be collected (e.g., to discharge a statutory mandate, to execute a Component program, etc.)** Identifiable information is collected to process pay for civilian personnel. Personnel and T&A data information collected identifies the

individual so their pay is calculated with proper benefits and deductions according to data input or received via file transfer.

13. **Describe how the information in identifiable form will be used (e.g., to verify existing data, etc.). This information is used to process pay and to generate reports used in balancing the general ledger and labor reporting.**
14. **Describe whether the system derives or creates new data about individuals through aggregation. DCPS receives data from various systems, see the attached listing of interfaces, which is used to calculate and create pay data.**
15. **Describe with whom the information in identifiable form will be shared, both within the Component and outside the Component (e.g., other DoD Components, Federal agencies, etc. DoD components (including the Department of the Air Force, Army, Navy), or Defense agencies. Internal components include: Department of the Army, Department of the Air Force, Department of the Navy and all Defense agencies. Non-DoD agencies include: Department of Energy, Department of Health and Human Services, Broadcast Board of Governors, Environmental Protection Agency, and Department of Veteran's Affairs and other Federal agencies such as Department of the Treasury and Internal Revenue Service.**
16. **Describe any opportunities individuals will have to object to the collection of information in identifiable form about themselves or to consent to the specific uses of the information in identifiable form. Where consent is to be obtained, describe the process regarding how the individual is to grant consent. No personal data is collected directly from an individual for the DCPS system. Individuals are provided the opportunity to object to the collection of their personal information, such as SSN, that is collected using various personnel forms when the individual becomes a federal government employee.**
17. **Describe any information that is provided to an individual, and the format of such information (Privacy Act Statement, Privacy Advisory) as well as the means of delivery (e.g., written, electronic, etc.), regarding the determination to collect the information in identifiable form. Information is not collected directly from the individual so no Privacy Act Statement or Privacy Advisory is provided. When personal information is collected by the Human Resources Office or another office, the forms used to collect the data contain a Privacy Act Statement.**
18. **Describe the administrative/business, physical, and technical processes and controls adopted to secure, protect, and preserve the confidentiality of the information in identifiable form. Records are stored in office buildings protected by guards, controlled screening, use of visitor registers, electronic access, and/or locks. Access to records is limited to individuals who are properly**

screened and cleared on a need-to-know basis in the performance of their official duties. Passwords and digital signatures are used to control access to the systems data, and procedures are in place to deter and detect browsing and unauthorized access. Physical and electronic access are limited to persons responsible for servicing and authorized to use the record system.

19. **Identify whether the IT system or collection of information will require a System of Records (SOR) notice as defined by the Privacy Act of 1974, and as implemented by DoD Directive 5400.11-R, "DoD Privacy Program," November 11, 2004. If so, and a SOR notice has been published in the Federal Register, the Privacy Act System of Records Identifier must be listed in question 6 above. If not yet published, state when publication of the Notice will occur. A System of Record Notice is required and has been published. See T7335, Defense Civilian Pay System (DCPS) (September 19, 2005, 70 FR 54902).**
20. **Describe/evaluate any potential privacy risks regarding the collection, use, and sharing of the information in identifiable form. Describe/evaluate any privacy risks in providing individuals an opportunity to object/consent or in notifying individuals. Describe/evaluate further any risks posed by the adopted security measures.**
  - a. **Describe/evaluate any potential privacy risks regarding the collection, use, and sharing of the information in identifiable form. None.**
  - b. **Describe/evaluate any privacy risks in providing individuals an opportunity to object/consent or in notifying individuals. This system uses the SSN to identify an employee. If the employee does not provide the SSN, then there is a risk that they will not receive their paycheck, and labor will not be appropriately reported that might affect budget reporting.**
  - c. **Describe/evaluate further any risks posed by the adopted security measures. DCPS security controls shows adequate measures are in place at this time. Security controls are reviewed annually for this system with a SAS 70 audit by the DoD Inspector General with results incorporated in the DCPS security accreditation package.**
21. **State classification of information/system and whether the PIA should be published or not. If not, provide rationale. If a PIA is planned for publication, state whether it will be published in full or summary form. The system classification is sensitive but unclassified. The publication of this PIA is approved in full form.**

**SIGNATURE PAGE FOR DCPS PIA**

**Signatures:**

Preparing Official

Name: \_\_\_\_\_

1/22/08  
date

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date

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Privacy Officer

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date

Title: Freedom of Information/Privacy Act Program Manager

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E-mail:

Reviewing Official

Name: \_\_\_\_\_

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date

Chief Information Officer

Organization: Defense Finance and Accounting Service, Information and Technology Directorate (DFAS-HT/HQ)

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