

## 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:

09/30/21

## 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.

Defense Civilian Pay System (DCPS) processes payroll for federal civilian employees according to existing regulatory, statutory, and financial information requirements related to civilian pay entitlements, 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), United States Agency for Global Media (USAGM), Military Sealift Command (MSC), and Veterans Affairs (VA), DCPS generates payroll-related disbursement, collection and accounting files, and reports associated with approximately 1.3 million employees of the Federal Government. DCPS must satisfy the complex and extensive functional, technical, and interface requirements associated with DoD and non-DoD civilian pay.

The types of Personally Identifiable Information (PII) about individuals collected in the system includes birth date, citizenship, employment information, financial information, mailing/home address, marital status, name(s), and Social Security Number (SSN).

### 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 is 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. PII is 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.)

☐ Privacy Act Statement ☐ Privacy Advisory ☒ Not Applicable

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.

Defense Finance and Accounting Service (DFAS) owned system types, including Automated Disbursing System (ADS), Data Storage, Employee Self Service System (myPay), Time and Attendance, Garnishments, and several accounting systems.

☒ Other DoD Components

Specify.

Department of the Army, Department of the Air Force, Department of the Navy (including MSC), and all Defense agencies.

☒ Other Federal Agencies

Specify.

DoE, HHS, USAGM, VA, EOP, Department of Treasury, Internal Revenue Service (IRS), and Social Security Administration (SSA).

☒ State and Local Agencies

Specify.

W-2 data with PII is sent to 42 states and approximately 1,200 local 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.

**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 |   |

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

DoD Information Systems: Air Force (AF) Financial System Management Office - Job Order Cost Accounting System (JOCAS) II; Air Force Material Command (AFMC) Time & Attendance System Module, Depot Maintenance Accounting and Prod System (TAA-DMAPS); US Army Corps of Engineers Finance Center - Corps of Engineers Financial Management System (COE-CEFMS); Tank-Automotive & Armaments Command (TACOM) - G8 Financial Information System (GFIS); Program Executive Office Enterprise Information Systems (PEO-EIS) - General Fund Enterprise Business System (GFEBS); Tobyhanna Army Depot - Automated Time Attendance and Production System (ATAAPS); Surface Deployment and Distribution Command (SDDC) - Transportation Financial Management System-Military (TFMS-M); U.S. Army Audit Agency - AAA Unclassified Network; National Guard Bureau (NGB)/Army National Guard (ARNG) - MyUnitPay Dual Compensation Audit Program; United States Army Space and Missile Defense Command (USASMD) Knowledge Management Support Tools (KMST); Navy Enterprise Business Solutions (NAVY EBS) Program Office (PMW 220), Navy Enterprise Resource Planning (Navy ERP) System; Total Workforce Management Services (TWMS) Transaction Online Processing System (TOPS); Navy Ship Yard SYMIS Puget Sound - Naval Shipyard and Intermediate Maintenance Facility (PSNS&IMF) Code 1230 for the Pre and Post Payroll Processes (PPPP) system; Naval Sea Systems Command 04I/Program Management Office of Information Technology (NAVSEA04I/PMO-IT), Maritime Systems Environment/Supervisors Desk (MSE/SUPDESK); NAVSEA Standard Labor Data Collection and Distribution Application (SLDCADA); Trident Refit Facility Kings Bay, Command Resource Management Module (CRMM); Naval Air Systems Command (NAVAIR) DEPOT Maintenance System (NDMS); Military Sealift Command, Financial Management System (MSC-FMS), Human Resource Management System (MSC-HRMS)

Other Federal Information Systems: US Agency for Global Media (USAGM) - PIE, WebTA, Avue Digital Services; Defense Civilian Personnel Advisory Service (DCPAS) - Defense Civilian Personnel Data System (DCPDS); DCAA Management Information System (DMIS); Social Security Administration (SSA) - Earning Record Maintenance System (ERMS); Financial Management Service (FMS), OPM-Retirement and Insurance Transfer System (RITS)/Treasury Web Applications Infrastructure (TWA); Defense Information Systems Agency (DISA) DISA-OKC - Automated Time Attendance and Production System (ATAAPS); Defense Logistic Agency (DLA) Employee Guide for Labor Entry (EAGLE); Defense Logistic Agency (DLA) Enterprise Business System (EBS); Defense Agencies Initiative (DAI) DLA Transaction Services; Defense Commissary Agency (DeCA) - Time and Attendance System PM (TAS); Defense Manpower Data Center (DMDC) - Operation Mongoose; U.S. Department of Energy (DoE) – DOEInfo; National Reconnaissance Office - DISA Secure File Gateway (SFG); Federal Retirement Thrift Investment Board - TSP Core Recordkeeping System (CRS); Department of Health and Human Services Office of Enterprise and Application Development (OEAD) Enterprise Human Resources and Payroll (EHRP) system; Federal Aviation Administration (FAA) Enterprise Services Center (ESC); Long Term Care Partners, LLC Flexible Spending Accounts (FSA) BENEFEDS, Long Term Care (LTC); Marine Corps Logistic Command, Essex Replace Program (MCPaLMS - ERP); U.S. Department of Agriculture, National Finance Center (NFC) - Centralized Enrollment Clearinghouse System (CLER); National Geospatial Intelligence Agency (NGA) NEWS (NGA Enterprise Workforce System); Reliastar Life Insurance Company - National Guard Association of the United States (NGAUS); Office of Personnel Management (OPM) Enterprise Human Resources Integration (EHRI); U.S. Transportation Command (USTRANSCOM), Defense Enterprise Accounting and Management System (DEAMS); Department of Veterans Affairs, Personnel and Accounting Integrated Data System (PAID); Veterans Affairs Time and Attendance System (VATAS); VA Human Resources Line of Business (HR LOB)/HR Info System Shared Service Center (SSC); Defense Information Systems Agency Financial Accounting & Management Information System – Working Capital Fund (FAMIS-WCF); Internal Revenue Service (IRS) - eDelivery; Combined Federal Campaign (CFC) Total Administrative Corp (TASC); Office of the Undersecretary of Defense Advanced Analytics (ADVANA); DISA Corporate Management Information Systems (CMIS/DTMS)

**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.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.

Cutoff is end of payroll year. 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.

Public Law 104-134, Debt Collection Improvement Act of 1996; 5 United States Code (U.S.C.) 301, Departmental Regulations; 5 U.S.C. Chapter 53, 55, and 81; and Executive Order (E.O.) 9397 (SSN); Debt Collection Improvement Act of 1996; DoD Financial Management Regulation 7000.14-R, Volume 8, Civilian Pay Policy; Cybersecurity Instruction Department of Defense Instruction (DoDI) 8500.01, March 14, 2014, Incorporating Change 1 on October 7, 2019.

**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.

This data collected on federal employees does not fit the definition of "members of the public" therefore does not require Office of Management and Budget (OMB) approval.