

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:

Corporate Electronic Document Management System (CEDMS)

2. DOD COMPONENT NAME:

Defense Finance and Accounting Service

3. PIA APPROVAL DATE:

01/12/22

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

a. The PII is: (Check one. Note: Federal contractors, military family members, and foreign nationals are included in general public.)

- ☐ From members of the general public ☐ From Federal employees
- ☒ from both members of the general public and Federal employees ☐ 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.

Corporate Electronic Document Management System (CEDMS) is the focal point for document and report storage and retrieval at Defense Finance and Accounting Service (DFAS). CEDMS is an automated, standardized, and centralized repository for report and document storage. CEDMS is an archival repository for specific DFAS documents after the relevant Department of Defense (DoD) organization completes financial processing. CEDMS provides document management, record-keeping, record retrieval, record staging, and document security for management (i.e., scanning and indexing) of various types of hard copy source documents to include vouchers (e.g. schedules of withdrawals and credits, vouchers for transfer between appropriations and/or funds, journal and cash collection vouchers, military pay vouchers, public vouchers for refund, and debit vouchers) and disbursements (e.g., statement of accountability and schedule of canceled or undelivered checks).

CEDMS processes and publishes report files instead of to hard copy printers. CEDMS provides a secure environment for report publishing and retrieval, generates cost savings by eliminating paper and printed costs, and improves timeliness of financial information. CEDMS allows on-line customers to retrieve reports and display them on their local workstation. Customers can specify a period of time for report retention that allows for future viewing. Reports stored within CEMDS are "view only." Users must download reports to perform any data manipulation. Authorized users securely transmit all information or remote scan upload utilizing DoD assets.

CEDMS does not collect Personally Identifiable Information (PII) directly. All PII is contained in the documents and reports provided by source agencies who use CEDMS to store their documents and/or reports. These documents and/or reports may contain the following personal information: birth date, child information, citizenship, disability information, DoD Identification (ID) number, education information, employment information, financial information, gender/gender identification, home/cell phone, law enforcement information, legal status, mailing/home address, marital status, medical information, military records, mother's middle/maiden name, name(s), official duty address, official duty telephone number, other ID number, personal e-mail address, place of birth, position/title, Protected Health Information (PHI), race/ethnicity, rank/grade, religious preference, security information, Social Security Number (SSN) (full/truncated), work e-mail address, spouse information, and Tax ID Number (TIN).

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)

The PII is contained in the source documents provided by other agencies. CEDMS uses the PII for data matching and mission-related use. Mission related use includes CEDMS allowing interface partners to retrieve documents and reports and display them on their local workstation in completing their mission related tasks.

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.

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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.

CEDMS does not collect the PII directly from the individual. The originating organization would have to provide the opportunity for the individual to consent to the specific uses of their PII.

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/system exchange, both within your DoD Component and outside your Component?

(Check all that apply)

☒ Within the DoD Component

Specify.

CEDMS only shares PII with administrators/users with a need to know. Interconnections Agreements are in place between CEDMS and their interface partners.

☒ Other DoD Components (i.e. Army, Navy, Air Force)

Specify.

All Military Services, Defense Agencies, Marine Corps, and Marine Corps Total Force System (MCTFS) users.

☐ Other Federal Agencies (i.e. Veteran's Affairs, Energy, State)

Specify.

☐ 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.

Department of Justice, Social Security Administration, National Finance Center, Department of Energy, Health and Human Services, Environmental Protection Agency, Broadcasting Board of Governors, the Executive Office of the President, and Department of Veterans Affairs.

☐ 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

Defense Disbursing Analysis Reporting System (DDARS), Deployable Disbursing System (DDS), Application by Citizen Developers (ABCD), Marine Corps Total Force System (MCTFS), Global Exchange (GEX), Automated Disbursing System (ADS), Centralized Disbursing System (CDS), Mechanization of Contract Administration Services (MOCAS), Electronic Document Management (MSST/EDM), myPay, Wide Area Workflow (WAWF/EDA), Standard Contract Reconciliation Tool (SCRT), Defense Cash Management System (DCMS), Defense Civilian Payroll System (DCPS), Defense Debt Management System (DDMS), Defense Industrial Financial Management System (DIFMS), Defense Automated Printing Services Financial Accounting and Budgeting System (DITCO-DAPS FABS), Defense Joint Military Pay System - Active Component (DJMS-AC), Defense Joint Military Pay System - Reserve Component (DJMS-RC), Defense Retired/Annuitant Pay System (DRAS/APS), Department 97 Reconciliation and Reporting Tool (DRRT), Elimination of Unmatched Disbursements (EUD), Defense Integrated Financial System - Foreign Military Sales (DIFS FBS), General Accounting and Finance System-Re-engineered (GAFS-R), Integrated Accounts Payable System (IAPS), Integrated Logistics Systems - Supply/Standard Base Supply System (IS-S/SBSS), Non-appropriated Funds Central Payroll System (NAFCPS), Non-appropriated Funds Information Standard System (NAFFISS), Program Budget and Accounting System-Funds Distribution (PBAS-FD), Standard Accounting Budgeting and Reporting System (SABRS), Standard Automated Voucher Examination System (SAVES/DECA), Standard Material Accounting System (SMAS), Standard Operations and Maintenance Army Research and Development System (SOMARDS), and Secure File Gateway (SFG)

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)

☐ In-Person 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.

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.

Retention instructions aligned with l(1): DFAS 5015.2-M Volume 1 and Volume 2, l(2): N/A, l(3): Cutoff at the end of the fiscal year and destroy 10 years from 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.

31 United States Code (U.S.C.) Sections 3325, 3511, 3512, 3513; DoD Financial Management Regulation 7000.14R; and Executive Order (E.O.) 9397 (SSN) as amended. This system contains personal data protected by the Privacy Act of 1974, as amended, (5 U.S.C. 552a). The information is FOR OFFICIAL USE ONLY. CEDMS protects it from unauthorized access or use.

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.

The DoD Manual 8910.01 version 2 relates to collection of PII from members of the public. CEDMS does not collect PII from members of the public, the Office of Management and Budget (OMB) requirement does not apply.