DoD) Information systems or electronic collections of Information (referred to as an "alectronic collection" for the purpose of this form) that collect, maintain, team and/or disseminate personally definible information (PI) about members of the public, Federal employees, contractors, or foreign anatonas employed at U.S. n. DOD INFORMATION SYSTEMELECTRONIC COLLECTION NAME: Electronic Document Management (EDM) 2. DOD COMPONENT NAME: Q.DOD COMPONENT MARE: Defense Finance and Accounting Service 0&1 From both members of the general public From Fohm members of the general public and Federal employees and/or Federal contractors Form both members of the general public and Federal employees and/or Collected (<i>if checked proceed to Section 4</i>) b. The PII is in at (Check one) Mew Electronic Collection Significantly Modified DoD Information System c. Doscribe the purpose of this DoD Information system c. Significantly Modified DoD Information system or electronic collection and describe the types of personal information about individuals collected in the system. Electronic Document Management (FDM) is an electronic soring and workflow system, providing MIL. Contract Pay and Vendor Pay users	PRIVACY IMPACT ASSESSMENT (PIA)								
Electronic Document Management (EDM) 3. PIA APPROVAL DATE: Defense Finance and Accounting Service 08/28/20 SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE) 8. a. The PII is: (Check one. Note: foreign nationals are included in general public.) From Foderal employees and/or Federal contractors Form both members of the general public From Foderal employees and/or Federal contractors For both members of the general public and Federal employees and/or Not Collected (if checked proceed to Section 4) b. The PII is in a: (Check one) Image: Section Collection Significantly Modified DoD Information System Existing Electronic Collection Significantly Modified DoD Information system Existing Electronic Collector in the system. c. Describe the purpose of this DoD Information system Electronic Document Management (EDM) is an electronic storage and workflow system, providing. MIL Contract Pay and Vendor Pay usera access to electronic integes utilized for the processing of payments and other transactions. EDM does not collect or index by Personally (Identifiable Information 2), 2) Electronic sorting [sorting documents into logical order for retrieval], and 3) Workflow [routes documents for processing depending on document type]. Documents and Department of Defense (DDI) form 577 Significantly workflow recess the splication information gottes, receiving reports, etc.]. Travel documents and Department of Defense (Identification (DDDID) number, name, other ID number and bank information. With EDM is an Pielders	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.								
2. DOD COMPONENT NAME:									
Defense Finance and Accounting Service 08/28/20 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 and Federal employees and/or From Federal employees and/or Federal contractors From both members of the general public and Federal employees and/or Not Collected (if checked proceed to Section 4) b. The PII is in a: (Check one) New DoD Information System New Electronic Collection Significantly Modified DoD Information System Existing Electronic Collection Significantly Modified DoD Information system or electronic storage and workflow system, providing. MIL: Contract Pay and Vendor Pay users access to electronic images utilized for the processing of payments and other transactions. EDM does not collect or index by Personally Identifiable Information (PII). PII contained within EDM is collected by the source systems. There are three basic operations to EDM: 1) Imaging [searning of hard copy documents], 2) Electronics ording documents in to logical order for retrieval], and 3) Workflow routes documents for processing depending on document type]. Documents are captured [e.g., fax, scan, or cUpload] then indexed by contract numbers and document type [-g., invoices, receiving reports, etc.]. Travel documents and Department of Defense (DDJ) form 577 Signature Cards represent types of odcuments imaged by EDM. Types of PII found may include individual's Social Security Number (SSN), maining address, horne phane, official duty address, receiving reports, etc.]. Travel documents and popt weak and popt vendors). Primary seanning locati	Electronic Document Management (EDM)								
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 Electronic Document Management (EDM) is an electronic storage and workflow system, providing .MIL Contract Pay and Vendor Pay users access to electronic images utilized for the processing of payments and other transactions. EDM does not collect or index by Personally Identifiable Information (PII). PII contained within EDM is collected by the source systems. There are three basic operations to EDM: 1) Imaging [scanning of hard copy documents], 2) Electronic sorting [sorting documents into logical order for retrieval], and 3) Workflow [routes documents for processing depending on document type]. Documents are captured [e.g., fax, scan, or eUpload] then indexed by contract numbers and document type [e.g., invoices, receiving reports, etc.]. Travel documents and Department of Defense (DoD) form 577 Signature Cards represent types of documents imaged by EDM. Types of PII found may include individual's Social Security Number (SSN), mailing address, home phone, official duty address, official duty telephone, work email address, birth date, education information, position title, rank, Department of Defense Identification (DoDID) number, name, other ID number and bank information. While many EDM documents relate to vendors, a portion of the documents contain information for individuals (e.g., miscellaneous payments and for small 'mom and pop' vendors). Primary scanning locations for EDM include Defense Finance and Accounting Services (DFAS) Document Capture Centers located in Columbus (CO), Indianapolis (IN), Cleveland (CL), Limestone (LI), Rome (RO), Europe (EU), and Japan (JP). EDM's PuRE application highly reduces any Foldering to occur with "key word' filters in place. Finally, EDM users may access other systems i.e. : Electronic Document Access (EDA) which is a Defense Logistics Agency (DLA) owned system that is accessed via WAWF and houses contracts from numerous Contract writing systems for both Contractor Pay and Vendor Pay through automated interfacing; however, access is limited to approve users; or	c. Describe the purpose of this DoD information system or electronic colle	ection	and describe the types of persona	I information about individuals					
 personal information records. e. Do individuals have the opportunity to object to the collection of their PII? Yes X 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. EDM does not collect PII or other information from individuals. EDM does not use the SSN locally for processing or maintaining personal 	Identifiable Information (PII). PII contained within EDM is collected I Imaging [scanning of hard copy documents], 2) Electronic sorting [sor [routes documents for processing depending on document type]. Docu contract numbers and document type [e.g., invoices, receiving reports, Signature Cards represent types of documents imaged by EDM. Types mailing address, home phone, official duty address, official duty teleph title, rank, Department of Defense Identification (DoDID) number, nar documents relate to vendors, a portion of the documents contain inform 'mom and pop' vendors). Primary scanning locations for EDM include Capture Centers located in Columbus (CO), Indianapolis (IN), Clevela EDM's PuRE application highly reduces any Foldering to occur with " systems i.e. : Electronic Document Access (EDA) which is a Defense I and houses contracts from numerous Contract writing systems for both however, access is limited to approve users; or the Financial Accountir Computing Center (DECC) Ogden, Utah, which manages and tracks fi Working Capital Fund/Telecommunications Services/Enterprise Acqui d. Why is the PII collected and/or what is the intended use of the PII? (e.g <i>administrative use</i>) Source systems collect PII for mission-related and Administrative use. personal information records. e. Do individuals have the opportunity to object to the collection of their P (1) If "Yes," describe the method by which individuals can object to the collection of P	by the ting d uments etc.]. s of Pl hone, ' me, ot nation e Defe and (C "key v Logist n Cont ng ancia isition <i>n., verifi</i> . EDM	source systems. There are three ocuments into logical order for re- are captured [e.g., fax, scan, or Travel documents and Departm. I found may include individual's work email address, birth date, en- ner ID number and bank informa for individuals (e.g., miscellane nse Finance and Accounting Ser- L), Limestone (LI), Rome (RO), vord' filters in place. Finally, ED ics Agency (DLA) owned system ractor Pay and Vendor Pay throu Budget System (FABS), located al aspects on behalf of the Gover Services (DWCF/TS/EAS) and cation, identification, authentication, I does not use the SSN locally for Wes X No	e basic operations to EDM: 1) etrieval], and 3) Workflow eUpload] then indexed by ent of Defense (DoD) form 577 5 Social Security Number (SSN), ducation information, position tion. While many EDM ous payments and for small vices (DFAS) Document Europe (EU), and Japan (JP). M users may access other n that is accessed via WAWF ugh automated interfacing; d at the Defense Electronic nment through the Defense utilized by DFAS. data matching, mission-related use,					

contact the source system to object to PII.f. Do individuals have the opportunity to consent to the specific uses of their PII?

(1)	If "Yes," describe the method by wh	ich in	dividuals can give or withho	old their conse	nt.	
(2)	If "No," state the reason why individ	luals o	annot give or withhold their	r consent.		
info		ige sy	stem. PII contained with			use the SSN locally for processing or maintaining personal lected by the source systems. Individuals would need to
g. W	/hen an individual is asked to pro			nt (PAS) and/	or	a Privacy Advisory must be provided. (Check as appropriate and
pi	ovide the actual wording.) Privacy Act Statement		Privacy Advisory	X		Not Applicable
					ot	use the SSN locally for processing or maintaining personal
info	rmation records. EDM is a stora	ige sy	stem. PII contained with			lected by the source systems. Individuals would need to
cont	act the source system to object	to PI				
h. W	ith whom will the PII be shared th	roug	h data exchange, both wi	thin your DoD) C	omponent and outside your Component? (Check all that apply)
x	Within the DoD Component			Specify	.	EDM is accessed by the contracts and vendor pay communities within DFAS Operations (Accounts Payable, Accounts Receivable, and Transportation Operations).
x	Other DoD Components			Specify		Army, Navy, Air Force, Marine Corps, Coast Guard, and Defense Agencies (e.g., Washington Headquarters Services).
	Other Federal Agencies			Specify	. [
	State and Local Agencies			Specify		
	Contractor (Name of contractor an the contract that safeguards PII. In clauses, i.e., 52.224-1, Privacy Ac Privacy Act, and FAR 39.105 are i	nclud t Notii	e whether FAR privacy fication, 52.224-2,	Specify		
	Other (e.g., commercial providers,	colle	ges).	Specify	. [
i. So	ource of the PII collected is: (Chec	k all t	hat apply and list all informa	ation systems i	if a	pplicable)
	Individuals				Da	atabases
X	Existing DoD Information Systems				Сс	ommercial Systems
	Other Federal Information Systems	5				
Atta Aut	chment System/ Voucher Paym omation System (EAS), Finance	nent S ial A	System (VAS/VPS) Part ecounting and Budget System	of CEDMS	an S),	ate Electronic Document System (CEDMS), Voucher d Electronic Document Access (EDA), Entitlement Integrated Accounts Payable System (IAPS) Mechanization orting System (STARS), and Wide Area Workflow (WAWF).
j. Ho	w will the information be collected	d? (0	heck all that apply and list	all Official For	m I	Numbers if applicable)
	E-mail			X	Of	ficial Form (<i>Enter Form Number(s</i>) <i>in the box below</i>)
	Face-to-Face Contact			X	Pa	per
X	Fax				Те	lephone Interview
X	Information Sharing - System to Sy	/stem		x	W	ebsite/E-Form
×	Other (If Other, enter the information		,			
File con Pub	Format (TIFF). Access is restri tain PII such as DD form 577 A lic Voucher for Refunds, DD Fo	cted utho orm	to prevent unauthorized rized Signature, Standard 375 Request for Payme	use. EDM s d Form (SF) ent of Funeral	sca 10 1 E	Adobe's Portable Document Format (PDF) or Tagged Image ns and contains many approved standard forms which 34 Public Vouchers for purchases and services, SF 1049 xpenses, DD form 1556 Training Reimbursement.
k. C	oes this DoD Information system	or el	ectronic collection require	e a Privacy A	ct \$	System of Records Notice (SORN)?
	ivacy Act SORN is required if the ini trieved by name or other unique ide Yes X No					information about U.S. citizens or lawful permanent U.S. residents that ist be consistent.
lf "Y	es," enter SORN System Identifier]

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or http://dpcld.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.
EDM does not contains information about U.S. citizens or lawful permanent U.S. residents that is retrieved by name or other unique identifier.
I. 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. DFAS 5015.2-M Schedul
(2) If pending, provide the date the SF-115 was submitted to NARA. N/A
(3) Retention Instructions.
Cut-off is at the end of each fiscal year. Destroy 10 years after Cut-off.
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 statue or Executive Order.
 If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be similar. 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.
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 X No Pending
 If "Yes," list all applicable OMB Control Numbers, collection titles, and expiration dates. 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." If "Pending," provide the date for the 60 and/or 30 day notice and the Federal Register citation.
EDM does not directly collect data from the public.