DEFENSE FINANCE AND ACCOUNTING SERVICE

myPay

Unique Project (Investment) Identifier – 1533

PRIVACY IMPACT ASSESSMENT (PIA)

Point of Contact

[redacted]
Systems Executive
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Reviewing Official

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PREPARED BY

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NOVEMBER 1, 2006

PRIVACY IMPACT ASSESSMENT

1. Department of Defense Component. Defense Finance and Accounting Service

2. System Title. myPay

3. Budget System Identification Number. 1533

4. System Identification Number(s) (IT Registry/Defense IT Portfolio Repository (DITPR)). DITPR ID No. 97

5. IT Investment (OMB Circular A-11) Unique Identifier (if applicable). N/A

6. Privacy Act System of Records Notice Identifier (if applicable). T-7336

7. OMB Information Collection Requirement Number (if applicable) and Expiration Date. N/A

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.

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.

myPay is a web-based system that delivers personal pay information and provides the ability to process pay-related transactions timely, safely and securely to all its military members, military retirees and annuitants, Department of Defense civilian employees, and e-Payroll employees. It eliminates the risks associated with postal delivery by allowing members to access electronic tax statements and other financial information online.

b. Present Life Cycle Phase.

Operations and Support – Modernization/Enhancement.

c. System Owner.

System Manager – [redacted], Systems Executive for myPay, telephone (216) 204-7448, DFAS-TSBCA/CL, e-mail: [redacted]

Customer Operations – [redacted], Manager, myPay Customer Operations Office, (216) 204-3719, DFAS-PLD/CL, e-mail: [redacted]

d. System boundaries and interconnections.

Systems and Systems Locations with which myPay Interfaces:

Defense Joint Military Pay System (DJMS) DECC-Mechanicsburg

Marine Corps Total Force System (MCTFS)	DECC-St Louis
Defense Civilian Pay System (DCPS)	DECC-Mechanicsburg
Retired Casualty Pay System (RCPS)	DECC-Mechanicsburg
Annuity Pay System (APS)	DECC-Mechanicsburg
Former Spouse (FSPA Claimant)	DECC-Mechanicsburg
Non-Appropriated Fund Civilians Army (NAF)	DECC-St Louis
Corporate Electronic Fund Transfer (CEFT)	DECC-Ogden
SmartDocs	DECC-Mechanicsburg
Travel AOP	DAPS-Mechanicsburg
Air Force Portal (AF-Single Sign-On)	
Health and Human Services (HHS)	

e. System Location and Components.

Defense Finance and Accounting Service, Cleveland, 1240 E. Ninth Street, Cleveland, OH 44199-8002, and Office of Personnel Management, 4685 Log Cabin Drive, Macon, GA 31204-6317.

f. System Backup.

The myPay Assured Computing capability will provide a system solution for ensuring software restoration and continuous operations at an alternate processing site for emergencies, disasters, mobilizations, and for maintaining a state of readiness to provide the necessary level of information processing support commensurate with mission requirements/priorities.

The alternate processing site, located at Office of Personnel Management's (OPM's) Contingency of Operations Plan (COOP) facility at Boyers, PA, will be set up to mimic the main myPay site in design, system data, services and processing capability but at a slightly reduced capacity. Data communications will be setup and configured with connections to the primary site in Macon, GA and with the DFAS network, providing near-real time levels using preconfigured hardware. Projected completion date is April 2007.

Funding for alternate site processing hardware and required software has been approved in FY 2006. UFR was authorized and forwarded. Additional funds will be sought in FY 2007.

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

First and last name
Social Security Number
Street Address
City
State
ZIP Code
Business telephone
E-mail address
myPay login name and password
Pay system(s) affiliation

b. DFAS IT systems

Defense Civilian Pay System (DCPS)
Defense Joint Military Pay System (DJMS)
Marine Corps Total Force System (MCTFS)
Defense Retiree and Annuitant Pay System (DRAS)

c. DoD Component IT systems

Army nonappropriated funds (NAF)

d. IT systems from agencies outside DoD

Executive Office of the President
Department of Health and Human Services
Department of Energy
Environmental Protection Agency

11. Describe how the information will be collected (e.g. via the Web, via paper-based collection, etc.)

The information will be collected from the user of the myPay system via the myPay Web site, Interactive Voice Response System, and data transfers from personnel systems.

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.)

Information in identifiable form is collected to validate the user's identity, and provide a means for contacting the customer for a reply to their request. Identity must be validated because the information contained in the system is protected by the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and only authorized individuals are allowed access to this data. The myPay system is a customer service based tool used by DFAS to provide quick and ready access to a military member or civilian employees' payroll information.

13. Describe how the information in identifiable form will be used (e.g., to verify existing data, etc.)

The myPay system is used by the Army, Navy, and Air Force active and reserve military paid by the Defense Joint Military Pay System (DJMS); active and reserve Marines paid by the Marine Corps Total Forces System (MCTFS); civilians paid by the Defense Civilian Pay System (DCPS); and retirees/annuitants paid by the Defense Retiree/Annuitant Pay System (DRAS). The myPay system is used to execute changes to certain payroll information, and to validate the employee's identity in the event that he/she needs to reestablish a Personal Identification Number (PIN).

14. Describe whether the system derives or creates new data about individuals through aggregation.

The myPay system contains individual pay account information for military and civilian employees paid by the systems identified above. However, for site-management, information is collected for statistical purposes. This government computer system uses software programs to create summary

statistics, which are used for such purposes as assessing what information is of most and least interest, determining technical design specifications, and identifying system performance or problem areas.

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.).

The information in myPay will be accessed by systems managers, developers, testers, customer help desk employees, customer operations, and DFAS myPay managers. It will be shared with other government agencies but only as it applies to the transaction or inquiry related to that agency, or as otherwise required by law. Data will be disclosed to financial institutions or other entitles as designated by the employee to receive such information.

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.

If individuals object to the collection of the personal identifiable information on the myPay Web site, they do not have to use the myPay system. If they do not complete the log in screen no information will be collected regarding that individual through myPay. Individuals are notified by going to the link for the Privacy Act Statement (notice) on the log in screen, that the collection of the information is voluntary.

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 deliver (e.g., written, electronic, etc.), regarding the determination to collect the information in identifiable form.

Individuals are provided an electronic Privacy Act Statement on the myPay log in Web site under the Privacy Notice tab. The Privacy Act Statement informs the individual that providing the information is voluntary, however, if they do not provide the information DFAS cannot process their myPay request. It also informs the individual that a Privacy Act Statement may be obtained from the local Finance Office or Customer Service Representative. The Privacy Act Statement may also be printed directly from the myPay Web site.

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.

Customers do not have direct access to myPay data and only to that data that they create; DFAS employee's access is restricted to specific actions by the software application and to specific Web screens by the myPay system. The myPay application owner identifies very specific access privileges and authority. Each user is restricted to specific actions by the software applications and to specific Web screens by the myPay system. Developers only have access to the systems they are working on. Database administrators control and grant permissions for access to specific databases as authorized by the business application owners. Records are maintained in controlled facilities. Physical entry to these facilities is restricted by the use of locks, guards, and is accessible only to authorized personnel. Access to records is limited to person(s) responsible for servicing the record in performance of their official duties and who are properly screened and cleared for need-to-know. Access to computerized data is restricted by passwords, which are changed according to agency security policy.

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.

SOR Notice was been published on June 16, 2006, 71 FR 34898. The SOR identifier number is T-7336.

20. a. Describe/evaluate any potential privacy risks regarding the collection, use, and sharing of the information in identifiable form.

Database administrators strictly control and grant permission for access to specific databases as authorized by the business application owners. The system data in myPay is only shared with those individuals who have a need-to-know the information in order to perform their specific job, and with others as identified in the Privacy Act systems notice.

b. Describe/evaluate any privacy risks in providing individuals an opportunity to object/consent or in notifying individuals.

None. If the military member or civilian choose not to use the myPay system there are other avenues available to them to make changes to their pay account information such as a call center or submission of a request for a change to the pay account via mail. The Privacy Act Statement is posted on the myPay Web site.

c. Describe/evaluate further any risks posed by the adopted security measures.

The myPay application owner identifies very specific access privileges and authority. The adopted security measures ensure that only those individuals who have a need-to-know are authorized access to the database. Each user is restricted to specific actions by the software applications and to specific Web screens by the myPay system, therefore, minimizing the access to the system. Developers only have access to the portion of the system that they are working on. Database administrators strictly control and grant permission for access to specific databases as authorized by the business application owners.

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 information in this PIA is unclassified and the PIA may be published in full.

SIGNATURE PAGE – MYPAY PIA

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Privacy Officer [redacted] 17 Nov 2006
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