

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:

eFinance Workspace (eFin)

2. DOD COMPONENT NAME:

United States Air Force

3. PIA APPROVAL DATE:

10/19/20

SAF/FM

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.

eFinance Workspace is a web-based application designed to streamline and automate generation of pay and travel affecting documents. Uses a "wizard" interface to walk users through completing documents with little or no prior experience in Travel or Military Pay. The system requires users' Mailing home address, official duty address, marital status, official duty telephone, rank/grade, child information, name, and social security #. (Complete list of PII in section 2 of this document)

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 is required for completion and processing of military and travel pay documents. These documents require PII for verification and authentication of users to ensure proper and correct payments are made to applicable individuals.

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.

PII is required for completion and processing of military and travel pay documents by the systems that use this data from eFinance. These documents require PII for verification and authentication of users to ensure proper and correct payments are made to applicable individuals. It is necessary to collect this information or the Department of the Air Force will not be able to track changes in duty station, direct military pay translations, or process travel payments. Based on these, users can object to give consent to collection of the required PII, but they will not be able to utilize eFinance.

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.

The Privacy Act Statement is shown prior to log in and describes the uses of PII. If they log in and provide their PII, they are consenting. If they do not consent, then they are unable to complete a user profile, since the SSN and other PII factors are mandatory requirements. Without a profile, users cannot process the eFinance documents.

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

Authority: 10 U.S.C. 9013, Secretary of the Air Force; 10 U.S.C. 9032, The Air Staff, general duties; 5 U.S.C. Section 5701, Definitions; 5 U.S.C. Section 301, Departmental Regulations; 37 U.S.C. Sections 404 – 427, Travel and Transportation Allowances; DoD Financial Management Regulation 7000.14-R; Volume 7A, Military Pay Policy and Procedures – Active Duty and Reserve Pay; Air Force Manual

65-114, Travel Policy and Procedures For Financial Services Offices and Finance Offices-Reserve Component; Air Force Manual 65-116 V2, Defense Joint Military Pay System Active Component (DJMS-AC) Unit Procedures Excluding Financial Services Office.; The Joint Travel Regulations (JTR); The Joint Federal Travel Regulations, Volume 1, Uniformed Service Members; The Joint Travel Regulations, Volume 2, Civilian Personnel; tax Reform Act of 1976, Public Law 94-455; and E.O. 9397 (SSN), as amended.

Principal Purposes: This record is used for reviewing, approving, accounting, and disbursing money for claims submitted by Department of Defense (DoD) travelers for official Government travel. The Social Security Number (SSN) is used to maintain a numerical identification filing system for filing and retrieving individual claims. Dates of Birth, Marital Status, Number and Sex of Dependents are used to determine travel and military pay entitlements items such as: Transportation costs; Per Diem; Dislocation Allowance; Basic Allowance for Housing; Family Separation Allowance. Home addresses and Phone numbers are needed for later contact or mailings and/or to determine the correct State of legal residence for purposes of withholding State income taxes from military pay.

Routine Uses: Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended. In addition, information may be disclosed to the Internal Revenue Service for travel allowances, which are subject to Federal income taxes.

Disclosure: Voluntary; However, failure to furnish the information requested may result in delay of travel payments or military pay entitlements.

AF SORN: F065 AF FMP A

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.

Other Air Force components as required for payment, accounting and fraud prevention

Other DoD Components

Specify.

Other DoD components as required for payment, accounting, and fraud prevention

Other Federal Agencies

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.

Octo Consulting in performance of contract duties. Contract requires baseline IA controls be implemented to ensure PII is safeguarded. Non-disclosures are in place for all personnel working with eFinance

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

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)

Face-to-Face 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

F065 AF FMP A

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.

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. GRS-2013-0003-0001 NI-AFU-86-63

(2) If pending, provide the date the SF-115 was submitted to NARA. 12/8/2017

(3) Retention Instructions.

Table & Rule: T 65 - 01 R 16.00--Internal Controls End-of-Year Summary--Destroy 1 year after submission of next comparable summary or when no longer needed, whichever is later

GRS-2013-0003-0001 - Financial Management and Reporting Records-- Destroy 6 year(s) after final payment or cancellation, but longer retention is authorized if required for business use.

Note: Among the disposition(s) cited in this field, the one with the longest retention time will be used on the system's records data.

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.

10 U.S.C. 9013, Secretary of the Air Force
10 U.S.C. 9032, The Air Staff, general duties,
5 U.S.C. Section 5701, Definitions
5 U.S.C. Section 301, Departmental Regulations
37 U.S.C. Sections 404 – 427, Travel and Transportation Allowances
DoD Financial Management Regulation 7000.14-R; Volume 7A, Military Pay Policy and Procedures – Active Duty and Reserve Pay,
Air Force Manual 65-114, Travel–Policy and Procedures For Financial Services Offices and Finance Offices-Reserve Component
Air Force Manual 65-116 V2, Defense Joint Military Pay System Active Component (DJMS-AC) Unit Procedures Excluding Financial Services Office. ,
The Joint Travel Regulations (JTR);
The Joint Federal Travel Regulations, Volume 1, Uniformed Service Members,
The Joint Travel Regulations, Volume 2, Civilian Personnel;
E.O. 9397, NUMBERING SYSTEM FOR FEDERAL ACCOUNTS RELATING TO INDIVIDUAL PERSONS
Tax Reform Act of 1976, Public Law 94-455,
and 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 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 information system does not collect information from the public. All information received is from the federal government.

NOTE: Sections 1 above is to be posted to the Component's Web site. Posting of these Sections indicates that the PIA has been reviewed to ensure that appropriate safeguards are in place to protect privacy. A Component may restrict the publication of Sections 1 if they contain information that would reveal sensitive information or raise security concerns.