

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:

GFIS - G8 Financial Information System

2. DOD COMPONENT NAME:

United States Army

3. PIA APPROVAL DATE:

08/25/20

AMC - TACOM - U.S. Army Tank-Automotive and Armaments Command

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

a. The PII is: (Check one. Note: foreign nationals are included in general public.)

- | | |
|---|---|
| <input type="checkbox"/> From members of the general public | <input checked="" type="checkbox"/> From Federal employees and/or Federal contractors |
| <input type="checkbox"/> From both members of the general public and Federal employees and/or Federal contractors | <input type="checkbox"/> Not Collected (if checked proceed to Section 4) |

b. The PII is in a: (Check one)

- | | |
|--|---|
| <input type="checkbox"/> New DoD Information System | <input type="checkbox"/> New Electronic Collection |
| <input checked="" type="checkbox"/> Existing DoD Information System | <input type="checkbox"/> Existing Electronic Collection |
| <input type="checkbox"/> 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.

SUMMARY: The G8 Financial Information System (GFIS) is a conglomerate of financial, budgetary, manpower, customer management and equipment management web-based modules in support of Resource Management's core mission and functions. Currently there are 15 modules in use representing virtually every Resource Management activity throughout the Command.

COLLECTION: Data is primarily collected through data files received from enterprise systems and encompasses all facets of employee information required to process labor, time tracking, reporting and other routine business processes. GFIS contains the following type of PII on Federal employees: Birth Date, Citizenship, DoD ID Number, Education Information, Employment Information, Financial Information, Home/Cell Phone Number, Legal Status, Leave request information, Mailing/Home Address, Names, Official Duty Address, Official Duty Telephone, Other ID Number, Position/Title, Rank/Grade, Security Information, SSN, Work E-mail Address.

PURPOSE: System facilitates the internal business processes of DoD organizations and automates tasks that would otherwise be performed manually. Specifically the following tasks are performed: Accountability of Equipment and Software down to the individual; Organizational cell phone billing review and management; Employee time-card management; Creation of Financial, Analytical, and Statistical reports for Management and Analysts; Management of accounts used to access system; Ticket tracking system to track and resolve issues; Documentation of system capabilities and interfaces; Manage customer orders for Army goods and services from Foreign Governments; Perform periodic reviews of unliquidated obligations and outstanding commitments; Track Material Release forecast and approvals; Create and manage Military Interdepartmental Purchase Request (MIPR) documents and amendments; Manage employee's requests to be out of office and provide accountability of employees; Distribute payroll reports to management, supervisors and timekeepers; Verification of obligations prior to disbursement and creation of disbursement batch; Management of desk and office space; Track the submission, approval, and funding of requirements.

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)

IDENTIFICATION: Display employee name and unique identifier within GFIS.

AUTHORIZATION: Allow access to GFIS based on the user's DoD Electronic Data Interchange Personal Identifier (EDIPI) after identification and verification have been performed.

DATA MATCHING: Facilitate data matching with Army and DoD systems utilizing either the SSN, EDIPI, or other unique user id.

MISSION-RELATED: Accomplish routine business processes such as labor, time tracking, and reporting.

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.

Information is transferred from another system. PII in GFIS is primarily received from Army and DoD systems to facilitate routine business processes. The information would be received from the enterprise systems regardless of GFIS's existence and would instead be duplicated across multiple workstations. Since no enterprise system provides GFIS both the employee's SSN and DoD Identification Number the Supervisor or Timekeeper performs a onetime entry of the employee's SSN to enable data matching. GFIS does not require an individual to enter PII for any business process, and individuals control the amount of PII they enter as supporting information.

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.

Information is transferred from another system. PII use relates to routine and essential business processes and is used to associate the employees local record with the data from Army and DoD systems.

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

The following Privacy Act Statement is provided on the GFIS web page:

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R Vol. 8, Chapter 5, Leave; and E.O. 9397 (SSN), as amended.

PRINCIPAL PURPOSE: To provide civilian time and attendance services for Department of Defense (DoD) Components and the Department of Energy located worldwide. This system will capture time and attendance, labor and production data for input to payroll and accounting systems. It will also provide the user a single, consolidated input method for reporting both time and attendance and labor information.

ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: The DoD Blanket Routine Uses published at the beginning of the DFAS compilation of systems of records notices may apply to this system

DISCLOSURE: VOLUNTARY, However failure to disclose required information will result in information not being associated with your account. This may result in decision makers not being fully aware of all information and may result in undesirable decisions or delays until the information is provided through alternate means.

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component? (Check all that apply)

<input checked="" type="checkbox"/> Within the DoD Component	Specify.	Army Materiel Command (AMC) / TACOM Life Cycle Management Command (LCMC), Program Executive Offices, and Department of Army
<input checked="" type="checkbox"/> Other DoD Components	Specify.	Internal DoD agencies DOD IG, DCIS, Army Staff Principals in the chain of command, Department of Army Inspector General , Army Audit Agency, United States Army Criminal Investigative Command, The U.S. Army Intelligence and Security Command (INSCOM), Defense Finance and Accounting Service (DFAS), Assistant Secretary of the Army (Financial Management and Comptroller, PMG. Department of the Navy. In addition, the DoD blanket routine uses apply to this system.
<input type="checkbox"/> Other Federal Agencies	Specify.	
<input type="checkbox"/> 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.

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
- Existing DoD Information Systems
- Other Federal Information Systems
- Databases
- Commercial Systems

Individuals: User generated records from use of system, such as providing a cell phone number or justification for leave request. SSN entered by Supervisor or Timekeeper.

Existing Systems: Active Directory (AD), Automated Time and Attendance Production system (ATAAPS), Centralized Integrated System – International Logistics (CISIL), Defense Civilian Personnel Data Systems (DCPDS), Defense Civilian Pay System (DCPS), Foreign Military Sales (FMS), General Fund Enterprise Business Systems (GFEBS), Logistics Modernization Program (LMP), Mechanization of Contract Administration Services (MOCAS), Global Combat Support System – Army (GCSS-A), Procurement Automated Data and Document System (PADDS), Simplified Non-Standard Item Acquisition Program (SNAP), Standard Operations and Maintenance Army Research & Development System (SOMARDS)

j. How will the information be collected? (Check all that apply and list all Official Form Numbers if applicable)

- E-mail
- Face-to-Face Contact
- Fax
- Information Sharing - System to System
- Other (If Other, enter the information in the box below)
- Official Form (Enter Form Number(s) in the box below)
- Paper
- Telephone Interview
- Website/E-Form

Information Sharing - Primary source, data is received from other Army and DoD systems

Website - The individual may enter PII through the website such as a cell phone number or reason for leave request. Supervisors and Timekeepers receive the employees SSN through a civilian personnel report and use that SSN as part of the account creation process on the GFIS website. SSN is not required for the new account, but GFIS will not be able to display the federal employee's leave balance from DCPS without it. The GFIS website does not provide a SSN input field when Contractor or Military user accounts are created.

Attachments - GFIS allows users to attach documents that may be covered by their own privacy act statement or other regulations. Unless otherwise noted in this PIA GFIS does not access the contents of these documents and simply serves as a storage device. For example, an employee may attach a document that lists their home phone number, but GFIS does not access the content of the documents to "see" the home phone number..

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://dpclid.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.

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

(3) Retention Instructions.

KE2. Event is after completion of audit or closure of financial statement/accounting treatment/issue. Maintain in system until event occurs and then until no longer needed for conducting business, then delete 2 years after event.

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.

5 U.S.C. 301, Departmental Regulations; Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R Vol. 8, Chapter 5, Leave; 10 U.S.C. 3013, Secretary of the Army; Army Regulation 690-200, General Personnel Provisions; 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.

No collection from the public