PRIVACY IMPACT ASSESSMENT (PIA)

For the

G-8 Financial Information System (GFIS)
Army Material Command (AMC) / TACOM Life Cycle Management Command (LCMC)

SECTION 1: IS A PIA REQUIRED?

a. Will this Department of Defense (DoD) information system or electronic collection of information (referred to as an "electronic collection" for the purpose of this form) collect, maintain, use, and/or disseminate PII about members of the public, Federal personnel, contractors or foreign nationals employed at U.S. military facilities internationally? Choose one option from the choices below. (Choose (3) for foreign nationals).

☐ (1) Yes, from members of the general public.

☒ (2) Yes, from Federal personnel* and/or Federal contractors.

☐ (3) Yes, from both members of the general public and Federal personnel and/or Federal contractors.

☐ (4) No

* "Federal personnel" are referred to in the DoD IT Portfolio Repository (DITPR) as "Federal employees."

b. If "No," ensure that DITPR or the authoritative database that updates DITPR is annotated for the reason(s) why a PIA is not required. If the DoD information system or electronic collection is not in DITPR, ensure that the reason(s) are recorded in appropriate documentation.

c. If "Yes," then a PIA is required. Proceed to Section 2.

SECTION 2: PIA SUMMARY INFORMATION

a. Why is this PIA being created or updated? Choose one:

- ☐ **New DoD Information System**
- ☐ **New Electronic Collection**
- ☒ **Existing DoD Information System**
- ☐ **Existing Electronic Collection**
- ☐ **Significantly Modified DoD Information System**

b. Is this DoD information system registered in the DITPR or the DoD Secret Internet Protocol Router Network (SIPRNET) IT Registry?

- ☒ **Yes, DITPR** Enter DITPR System Identification Number: 10577 (DA182765)
- ☐ **Yes, SIPRNET** Enter SIPRNET Identification Number:
- ☐ **No**

c. Does this DoD information system have an IT investment Unique Project Identifier (UPI), required by section 53 of Office of Management and Budget (OMB) Circular A-11?

- ☐ **Yes**
- ☒ **No**

If "Yes," enter UPI

If unsure, consult the Component IT Budget Point of Contact to obtain the UPI.

d. 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 should be consistent.

- ☒ **Yes**
- ☐ **No**

If "Yes," enter Privacy Act SORN Identifier OPM/GOVT-1; T7335d

DoD Component-assigned designator, not the Federal Register number.
Consult the Component Privacy Office for additional information or
access DoD Privacy Act SORNs at: http://www.defenselink.mil/privacy/notices/

or

Date of submission for approval to Defense Privacy Office
Consult the Component Privacy Office for this date.

e. Does this DoD information system or electronic collection have an 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**

Enter OMB Control Number

Enter Expiration Date

☒ **No**

f. Authority to collect information. A Federal law, Executive Order of the President (EO), or DoD requirement must authorize the collection and maintenance of a system of records.

(1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be the same.

(2) 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) Whenever possible, cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.

(b) If a specific statute or EO does not exist, determine if an indirect statutory authority can be cited. An indirect 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) 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 should be identified.

OPM/GOVT-1 - 5 U.S.C. 1302, 2951, 3301, 3372, 4118, 8347, and Executive Orders 9397, as amended by 13478, 9830, and 12107.

T7335d - 5 U.S.C. 301, Departmental regulations, Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R Vol. 4, 31 U.S.C. Sections 3511 and 3513, and E.O. 9397 (SSN).

Authorities lists additional laws, directives, and regulations that provide authority to collect the information:... 10 U.S.C. 3013, Secretary of the Army; Department of Defense Directive 8500.1, Information Assurance (IA); DoD Instruction 8500.2, Information Assurance Implementation; AR 25-1, Army Knowledge Management and Information Technology; Army Regulation 25-2, Information Assurance; and E.O.9397 (SSN), as amended DOD FMR VOL 8 Ch 9 (Payroll Processing and record keeping) DFAS-IN 37-1 Army Financial Management (Financial accounting of records)

g. Summary of DoD information system or electronic collection. Answers to these questions should be consistent with security guidelines for release of information to the public.

(1) Describe the purpose of this DoD information system or electronic collection and briefly describe the types of personal information about individuals collected in the system.

GFIS is a bundle of 16 financial, budgetary, manpower and customer management application modules owned by G8. Three modules contain PII: Corporate Database Warehouse (Corp Db), Organizational Manning Document (OMD) and Out of Office (OOO).

Corp Db is a budget execution module that uses mainframe Finance and Accounting, SOMARDS and Commodity Command Standard Systems (CCSS) data and reassembles it into a single data warehouse. Budget Analysts use Corp Db information to make pay adjustments and cost transfers. System owner is the G8 Finance and Accounting Division.

OMD is a local application that matches on-board personnel data with Table of Distribution and Allowances (TDA) manpower spaces. It provides an automatic update of this manning data. System owner is the G8 Force Management Division.

OOO is an automated annual/sick leave request application. Associates request leave and then via workflow, their supervisors approve/disapprove the leave and notify the requestor. Associates and supervisors can query the application to find out who's in or out on any given day. Associates see who has leave but they don't know if the associate is on sick leave, annual or any other type of leave.

Although not all users of OOO request this functionality, associates and their supervisor can see all their leave balance information – annual balance, leave ceiling, gross "use or lose," annual scheduled, net "use or lose," sick balance, comp balance, and Time Off Award balance. OOO is owned by the TACOM LCMC Staff Information Management Office.

The type of PII collected is personal and work-related information.

(2) Briefly describe the privacy risks associated with the PII collected and how these risks are addressed to safeguard privacy.

Every system has the potential for information to become compromised and accessible by individuals without an official need-to-know, whether through conventional hacking techniques, lost media, or intentionally by an insider. The system has implemented the latest cyber security safeguards to reduce an outside attack and lower the risk of lost electronic media. Every individual who has access to the system, with regards to using the entered data, has undergone a security background review and privacy and security training.

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component (e.g., other DoD Components, Federal Agencies)? Indicate all that apply.

☒ **Within the DoD Component.**

Specify. Army Materiel Command (AMC) / TACOM Life Cycle Management Command (LCMC), Program Executive Offices, and Department of Army

☐ **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. In addition, the DoD blanket routine uses apply to this system.

☐ **Other Federal Agencies.**

Specify.

☐ **State and Local Agencies.**

Specify.

☐ **Contractor** (Enter name and describe the language in the contract that safeguards PII.)

Specify.

☐ **Other** (e.g., commercial providers, colleges).

Specify.

i. Do individuals have the opportunity to object to the collection of their PII?

☒ **Yes** ☐ **No**

(1) If "Yes," describe method by which individuals can object to the collection of PII.

The individual can refuse to provide, or request that the SSN not be entered into the Out Of Office(OOO) Module. If the SSN is already in OOO the individual can request its removal from the system.

(2) If "No," state the reason why individuals cannot object.

j. 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.

Required information comes from various HR systems.

k. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

- [x] **Privacy Act Statement**
- [ ] **Privacy Advisory**
- [ ] **Other**
- [ ] **None**

Describe each applicable format.

PRIVACY ACT STATEMENT

TITLE OF SYSTEM: G-8 Financial Information System (GFIS)

AUTHORITY: Executive Order 9397, as amended - Numbering System For Federal Accounts Relating to Individual Persons;

PRINCIPAL PURPOSE: To automate and consolidate multiple administrative, personnel, and financial activities routinely performed by the Army.

ROUTINE USES: To assist Army decision makers in making administrative, financial and personnel decisions. The individuals Social Security Number (SSN) is used to to associate the Employee with the information stored in official Government System of Records.

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.