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:

Fund Administration and Standardized Document Automation (FASTDATA)

2. DOD COMPONENT NAME:

Department of the Navy

3. PIA APPROVAL DATE:

06/18/18

DON/AA

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
- [x] 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
- [x] 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.

FASTDATA is a DoD financial feeder system to the STARS and SABRS official accounting systems. It serves as the single point of entry for all funding documents, job order numbers, funding authorizations, and other financial information. PII is limited to 2 funding documents in the application, the SF182 and SF1164, which are required by downstream systems preventing the application from moving away from collecting PII.

The PII collected includes Name, Title, Social Security Number (SSN), truncated SSN, Date of Birth (DOB), Home Phone, Home Address, Disability Information, Office email, Office mailing address, Office Phone, Position, Payment, Expenditure, and Course Training Information.

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)*

The SF182 provides the proper line of accounting for obligating funds for training of DoD employees. Trainee SSN, DOB, Home Address and Phone are optional fields in Section A of the form. When entered, data is encrypted and the application will mask the display of the SSN with asterisks. The PII on this form is used by the local human resources office to record training and completion status in support of the individual's training plan. SF182s are typically paid via credit card, but can also be submitted to DFAS for payment. The SF1164 provides the proper line of accounting for obligating funds for reimbursement to employees. Name, Home Address, SSN, and Phone are available fields for input in Section 4 of the form. SF1164s must be submitted to DFAS via fax for payment processing. DFAS uses the PII to establish EFT payment for the individual. In cases where the full SSN must be printed on the document, as required by DFAS, users are able to complete the form(s) offline, and then record the document number and obligation in FASTDATA without entering the PII.

e. Do individuals have the opportunity to object to the collection of their PII? [x] 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.

Person provides the information to comptroller personnel to initially create the SF182 for securing the class or to get reimbursed through the SF1164. The employee can object and the command will not enter the SSN. Employee uses this document to get credit for training with Human Resources. SF1164s created when the individual insists on using the local claim vice using Command credit cards for items that require reimbursement and direct deposit by DFAS. DFAS will not produce checks for reimbursement and requires the SSN for the direct deposit. Failure to provide the required information may delay or prevent credit and/or reimbursement.

f. Do individuals have the opportunity to consent to the specific uses of their PII? [ ] Yes [x] 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.

Individuals understand the use and requirements to secure training classes for career development or to get reimbursed. Once the information is collected, these forms are used for those purposes only.

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

SF182: Privacy Act Statement

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; CNICINST 5230.1, Total Workforce Management Services; OPNAVINST 3440.17, OPNAVINST 1510.10B, MCO 1580.7D, Navy Installation Emergency Management Program and E.O. 9397 (SSN), and System of Records Notices (SORN) N05230-1, N07220-1, NM01500-2.
PURPOSE(S): The information collected is used in the administration of the Federal Training Program (FTP) to document the nomination of trainees and completion of training. This information becomes a part of the permanent employment record of participants in training programs, and should be included in the Government Wide electronic system, Enterprise Human Resource Integration system (EHRI).
ROUTINE USES: The Standard Routine Uses as stated in SORNS N07220-1,N05230-1, and NM01500-2.
DISCLOSURE: Voluntary. However, failure to provide the requested information may impact an individual's ability to participate in training programs or result in errors in the processing of training applications or completions.
More information on the SORNs may be found at the following links:
https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570357/n05230-1/
hhttps://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570401/n07220-1/
https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/570416/nm01500-2/

SF1164 Privacy Act Statement

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; CNICINST 5230.1, Total Workforce Management Services; OPNAVINST 3440.17, OPNAVINST 1510.10B, MCO 1580.7D, Navy Installation Emergency Management Program and E.O. 9397 (SSN), and System of Records Notices (SORN) N05230-1, N07220-1, NM01500-2.
PURPOSE(S): To determine payment or reimbursement to eligible individuals for allowable travel and/or other expenses incurred under appropriate administrative authorization, and to record and maintain costs of such reimbursements to the the Government.
ROUTINE USES: The Standard Routine Uses as stated in SORNS N07220-1,N05230-1, and NM01500-2.
DISCLOSURE: Voluntary. However, failure to provide the requested information (with the exception of the SSN) may result in delay or loss of reimbursement.
More information on the SORNs may be found at the following links:
https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570357/n05230-1/
hhttps://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570401/n07220-1/
https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/570416/nm01500-2/

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.	Local Human Resources Offices and Comptrollers
☒ Other DoD Components	Specify.	Defense Finance and Accounting Service (DFAS)
☐ 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.	
☐ 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)*

- [x] Individuals
- [ ] Existing DoD Information Systems
- [ ] Other Federal Information Systems
- [ ] Databases
- [ ] Commercial Systems

Individual, command, and training facility.

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

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

As indicated previously, the individual provides the information or in many cases, they create the form outside of the system. With the use of the Command credit card for SF182s, the Command does not need any individual information other than name. There are situations where individuals send completed SF1164s by email to the Comptroller, which are then faxed to DFAS. DFAS will not accept these forms by other means than fax to specific fax numbers.

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.

- [x] Yes
- [ ] No

If "Yes," enter SORN System Identifier N05230-1, N07220-1, NM01500-2

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.

l. 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 1.1-010

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

(3) Retention Instructions.

TEMPORARY. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.

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.

(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.

SORN Authorities:

SORN N07220-1, Navy Standard Integrated Personnel System (NSIPS) (November 29, 2012, 77 FR 71185)
10 U.S.C. 5013, Secretary of the Navy and E.O. 9397 (SSN), as amended.

SORN N052301-1, Total Workforce Management Services (TWMS) (October 20, 2010, 75 FR 64715)
10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; CNICINST 5230.1, Total Workforce Management Services; OPNAVINST 3440.17, Navy Installation Emergency Management Program and E.O. 9397 (SSN), as amended.

SORN NM01500-2, Department of the Navy (DON) Education and Training Records, (November 22, 2010, 75 FR 71083)
10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps function, composition; OPNAVINST 1510.10B, Corporate Enterprise Training Activity Resource System (CeTARS), Catalog of Navy Training Courses and Student Reporting Requirements; MCO 1580.7D Schools Inter-service Training; and E.O. 9397 (SSN), as amended.

FASTDATA implemented the Office of Personnel Management (OPM) requirements for the SF182 training document.

Defense Finance and Accounting Service requires a Social security number (SSN) for Electronic Funds Transfer (EFT) Payments on SF1164 vouchers.

SF182: 5 U.S.C 4115, a provision of The Government Employees Training Act. PL 93-579, Section 7 (b); and E.O. 9397 (SSN) as amended.

SF1164: 5 U.S.C. Chapter 57 Federal Travel Regulations (FPMR 101-7); E.E. 11609; E.O. 11012; 26 U. S.C. 6011(b) and 6209; 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.

OMB Control Number is not required per DoD Manual 8910.01, Vol 2 as no information is being captured from the general public.