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:

TELECOM SERVICES INFORMATION TECHNOLOGY SERVICES (TSEAS) INVENTORY AND BILLING INFORMATION

2. DOD COMPONENT NAME:

Defense Information Systems Agency

3. PIA APPROVAL DATE:

10/30/23

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

a. The PII is: *(Check one. Note: Federal contractors, military family members, and foreign nationals are included in general public.)*

- [ ] From members of the general public
- [ ] From Federal employees
- [x] from both members of the general public and Federal employees
- [ ] 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.

TIBI reports on Financial and Billing information including point of contact (POC) information for DOD, Non-DOD, and Non-Government agencies that do business through DISA. For Telecom Billing, TIBI collects POC information. The Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation (DFAR), and Financial Management Regulation (FMR) are authorities that allow TIBI to collect the POC data and report the financial and billing information. The types of PII collected are as follows: Name(s), Rank/Grade, Position/Title, Official Duty Telephone Phone, Financial Information, Work E-mail Address, Official Duty Address, and Other.

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 PII data is collected in TIBI for identification (who is funding the service and will be billed), authentication (is the funding and billing accurate), mission-related use (ordering or funding/billing issue resolution), and administrative (reporting for customer inquiry to billing and funding data).

In general the PII data collected supports the overall mission of TIBI to provide reporting features to ensure the accuracy of funding and billing. The PII data collected is associated to this data in TIBI: Financial, Funding, Billing, and Collections.

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

TIBI features do not directly allow for objections to the collection of PII. There has not be a requirement to develop at this time. However, a customer can request through a current process (a request/approve feature) to update the PII data collected. All PII data collected and updated is retained for audit and reporting purposes. PII data is required for funding and billing of telecommunications services through DISA.
Federal Employee Business/Office Point of Contact (POC) information for contracting and financial purposes only.

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.

TIBI PII data collection features do not directly provide an opportunity to consent to the specific uses of their PII. The PII data collected identifies the funding offices and points of contact (customer account information) that will be funding services and who will be receiving applicable financial billing. The Agency (DoD, Non-DoD, and Non-Government) Funding Customer is the designated funding office that by default accepts or consents to their PII data being collected and used within TIBI. The person that inputs this PII data in TIBI is not

necessarily the same POC on the customer account information but does have the authorized role and permissions in TIBI to input such PII data.

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

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

☒ Within the DoD Component	Specify.	DISA
☒ Other DoD Components *(i.e. Army, Navy, Air Force)*	Specify.	Air Force, Army, Navy, all DoD Components of TIBI
☒ Other Federal Agencies *(i.e. Veteran's Affairs, Energy, State)*	Specify.	Any Non-DoD Agency that do business with DISA and are customers of TIBI
☐ 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 ☐ Databases

☒ Existing DoD Information Systems ☐ Commercial Systems

☒ Other Federal Information Systems

PII data in TIBI is collected from:
DISA - FAMIS-WCF application, DISA Storefront, IDEAS, CSS, COPS, and FABS - the data interfaced from/to these applications is: financial, billing, ordering, customer, and contracting.
Applicable billing information (address type information) is pulled from SAM.GOV (GSA system - hosted externally) and DLA for reporting and billing purposes.

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)*

☐ In-Person 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 DoD-0015

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 #001, 030, 040; GRS 1.3 #030, 050; GRS 3.1 #011, 020

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

(3) Retention Instructions.

GRS 1.1 Financial Management Reporting Records
ITEM 001 – Financial Management and reporting administrative records (3 year retention)
ITEM 030 – Property, plant, and equipment (PP&E) and other asset accounting (2 year retention)
ITEM 040 – Cost Accounting for stores, inventory, and materials (3 year retention)

GRS 1.3: Budgeting Records
ITEM 030 – Budget Reports (5 year retention)
ITEM 050 – Budget Administration records (3 year retention)

GRS 3.1: General Technology Management Records
ITEM 011 – System Development records (5 year retention)
ITEM 020 – Information Technology operations and maintenance records (3 year retention)

Note: Other applicable guidance related to accounting files should be adhered to enable access by GAO, Office of the Inspector General, or other authority audit.

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.

The authority allows TELECOM SERVICES INFORMATION TECHNOLOGY SERVICES (TSEAS) INVENTORY AND BILLING INFORMATION to collect the data: E.O. 10450, Security Requirements for Government Employment; E.O. 10865, Safeguarding Classified Information Within Industry; E.O. 13467, 5 U.S.C. 301, Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Vol. 4, Defense Finance and Accounting Service; 31 U.S.C. 3512, Executive agency accounting and other financial management reports and plans; 31 U.S.C. 3513, Financial reporting and accounting system; DoD Financial Management Regulation 7000.14-R, Vol. 9

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 approval is not required in accordance with Section 8.b.11 of Enclosure 3 of DoD Manual 8910.01 - Volume 2. TIBI does not collect information directly from individuals therefore it does not require an OMB control number.