

Defense Finance and Accounting Service

T7335f

SYSTEM NAME:

DFAS Payroll Locator File System (PLFS) (November 19, 2012, 77 FR 69444).

SYSTEM LOCATION:

Defense Finance and Accounting Service - Cleveland, 1240 East Ninth Street, P.O. Box 998002, Cleveland, OH 44199-8002.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual who is paid by the Defense Finance and Accounting Service is in this payroll locator file.

CATEGORIES OF RECORDS IN THE SYSTEM:

The locator file contains the individual's name, Social Security number, and payroll office.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations; DoD Financial Management Regulation 7000.14-R, Volumes 7A, 7B, 7C, 8, and 13; and E.O. 9397 (SSN).

PURPOSE(S):

This system of records is being established for the purpose of providing the Department of Defense with a single locator file that identifies those individuals paid by the Defense Finance and Accounting Service, the individual's employment status, and their payroll office location.

All records in this system are subject to use in authorized computer matching programs within the Department of Defense and with other Federal agencies or non-

Federal agencies as regulated by the Privacy Act of 1974, as amended, (5 U.S.C. 552a).

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM,
INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF
SUCH USES:**

In addition to those disclosures generally permitted under 5 United States Code 552a(b) of the Privacy Act of 1974, as amended, these records contained therein may specifically be disclosed outside the Department of Defense as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

To Federal Reserve banks to distribute payments made through the direct deposit system to financial organizations or their processing agents authorized by individuals to receive and deposit payments in their accounts.

To the U.S. Treasury for the purpose of effecting salary offset procedures under the provisions of 5 U.S.C. 5514, against a person who owes a debt to the U.S. Government.

The DoD Blanket Routine Uses may apply to this system of records.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING,
ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE
SYSTEM:**

STORAGE:

Records are maintained on electronic media.

RETRIEVABILITY:

Retrieved by individual's name and Social Security Number.

SAFEGUARDS:

Records are accessed by persons responsible for servicing the records and others who are authorized by the DFAS systems administrator at DFAS Cleveland, to use the record system in performance of their official duties. Records are stored in secured office buildings protected by guards and controlled by screening of personnel and the registration of visitors.

RETENTION AND DISPOSAL:

Cutoff and destroy when record is superseded or becomes obsolete.

SYSTEM MANAGER(S) AND ADDRESS:

System Manager, Defense Finance and Accounting Service-Cleveland, Information Systems Program Specialist, I&T, Payroll Service, Cleveland, OH 44199-2055.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this record system should address written inquiries to the Defense Finance and Accounting Service, Freedom of Information/Privacy Act Program Manager, Corporate Communications, DFAS-ZCF/IN, 8899 E. 56th Street, Indianapolis, IN 46249-0150.

Requests should contain individual's full name, SSN, current address, and provide a reasonable description of what they are seeking.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this record system should address written inquiries to Defense Finance and Accounting Service, Freedom of Information/Privacy Act Program Manager, Corporate Communications, DFAS-ZCF/IN, 8899 E. 56th Street, Indianapolis, IN 46249-0150.

Request should contain individual's full name, SSN, current address, and telephone number.

CONTESTING RECORD PROCEDURES:

The Defense Finance and Accounting Service (DFAS) rules for accessing records, for contesting contents and appealing initial agency determinations are published in Defense Finance and Accounting Service Regulation 5400.11-R, 32 CFR 324; or may be obtained from the Defense Finance and Accounting Service, Freedom of Information/Privacy Act Program Manager, Corporate Communications, DFAS-ZCF/IN, 8899 E. 56th Street, Indianapolis, IN 46249-0150.

Request should contain individual's full name, SSN, current address, and telephone number.

RECORD SOURCE CATEGORIES:

Defense Finance and Accounting Service payroll systems.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

FEDERAL REGISTER HISTORY:

September 1, 2005, 70 FR 52078; November 19, 2012, 77 FR 69444