
DEFENSE FINANCE AND ACCOUNTING SERVICE

Privacy Act of 1974; System of Records

AGENCY: Defense Finance and Accounting Service, Department of Defense,

ACTION: Notice of a New System of Records.

SUMMARY: Centralized Disbursing System (CDS) original design was as a module of the Automated Disbursing System (ADS), however further determination designated this is a separate system. The Defense Finance and Accounting Service (DFAS) uses CDS to process fund disbursements and collections for the Air Force, DFAS Field Sites, Navy Military Sealift Command and National Geospatial Agency. The system also supports the DFAS centralized environment for disbursing. The CDS system handles the disbursement and collection of all funds for these sites except payroll funds.

DATES: This proposed action will be effective the date following the end of the comment period unless comments are received which result in a contrary determination. The specific date for when this system becomes a Privacy Act System of Records is unknown.

ADDRESSES: You may submit comments to Defense Finance and Accounting Service 8899 East 56th Street Indianapolis, Indiana 46249-3300 or email to www.dfas.foia@mail.mil.

FOR FURTHER INFORMATION CONTACT: To submit general questions about this new system, please contact John Campbell, Director, Disbursing Operations, 8899 East 56th Street, Indianapolis, IN 46249-3300 317-212-4273

SUPPLEMENTARY INFORMATION: Not Applicable

SYSTEM NAME AND NUMBER: Centralized Disbursing System T7320b

SECURITY CLASSIFICATION: FOUO

SYSTEM LOCATION: Defense Finance and Accounting Service, Disbursing Operations, 8899 East 56th Street, Indianapolis, IN 46249-3300. DISA DECC Ogden, Ogden Utah

SYSTEM MANAGER: Karl Ringenbach, Supervisor/Acting System Manager, 1240 East 9th Street, Cleveland, Ohio 44199 216-204-3430.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: 5 U.S.C. 301, Departmental Regulations, 31 U.S.C. 3512, Department of Defense Financial Management Regulation (DoDFMR) 7000.14R Vols. 5, 6A and 6B, and E.O. 9397 (SSN).

PURPOSE(S) OF THE SYSTEM: CDS performs general activities common for disbursing, collecting, payment processing, electronic funds transfer, check issue, printing for legal retention of records and accountability reporting processes. CDS contains a file control module, which automates manual interfaces with a number of entitlement systems, electronically uploads or rejects data from a single source on a daily basis, and automates the control of daily incoming

files. The file control module guarantees data upload into CDS, ensuring complete and valid voucher data and returns advice of status to users.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM: Active Duty and Retired Military Personnel, Air Force National Guard Personnel, DoD Civilian Employees and Federal Contractors.

CATEGORIES OF RECORDS IN THE SYSTEM: The CDS application receives Individual's name and Social Security Numbers (SSN) and Reporting and Information/Information, Funds Control, Accounting Information, Payment Information, Collections and Receivables, and Cost Accounting/Performance Measurement Information.

RECORD SOURCE CATEGORIES: From other DFAS and Treasury Systems.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND PURPOSES OF SUCH USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

CDS is used by the Defense Finance and Accounting Service (DFAS) to process fund disbursements and collections for the Air Force, DFAS Field Sites, Navy Military Sealift Command and the National Geospatial Agency. The system also supports the DFAS centralized environment for disbursing. The CDS system handles the disbursement and collection of all funds for these sites except payroll funds.

POLICIES AND PRACTICES FOR STORAGE OF RECORDS: Records are stored at minimum, for 13 months. PII is retained for as long as necessary to fulfill the specified purpose and in accordance with the National Archives and Records Administration (NARA) approved record retention schedule, as well as agency policy.

POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS: Information is only shared with the individual or, as permitted by the Privacy Act.

POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS: Records are stored at minimum, for 13 months and are disposal of PII is done in accordance with retention schedules approved by the National Archives and Records Administration (NARA), as well as in accordance with agency policy.

ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS: The administrative safeguards to protect information include annual training and incident management planning and training. Technical safeguards include access controls, transmission security, and individual authentication for need to know access. The physical safeguards are facility access controls and device controls.

RECORD ACCESS PROCEDURES: Individuals seeking access to information about themselves in this system of records should address written inquiries to Freedom Of Information Act/Privacy Act Program Manager, Defense Finance and Accounting Service, 8899 E. 56th

Street Indianapolis, IN 46249-0150. Hours of operation: Monday thru Friday, 7:30 AM to 4:00 PM, Eastern Time (ET). FAX: (317) 212-8802 dfas.foia@mail.mil

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

NOTIFICATION PROCEDURES: Individuals seeking to determine whether information about themselves is contained in this system of records should address request to the Freedom of Information/Privacy Act Program Manager, Defense Finance and Accounting Service, Corporate Communications Office, 8899 East 56th Street, Indianapolis, IN 46249-0150.

EXEMPTIONS PROMULGATED FOR THE SYSTEM: None.

HISTORY: N/A

Gregory L. Outlaw,

Freedom of Information and Privacy Act Program Manager, Defense Finance and Accounting Service.