

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:

WHS GOVERNMENT RETIREMENTS AND BENEFITS

2. DOD COMPONENT NAME:

Washington Headquarters Service

3. PIA APPROVAL DATE:

04/20/2026

Human Resources Directorate

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
- 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
- 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.

Government & Retirement Benefits (GRB) is an automated self-service web application that allows employees to review general and personal benefits information, and allows them to calculate their own retirement estimates. The GRB Platform also allows employees to make benefits elections for Federal Employees Health Benefits (FEHB), Federal Employees' Group Life Insurance (FEGLI), and the Thrift Savings Plan (TSP).

HR specialists use this system to generate various reports to assist with retirement actions and calculate estimated costs for civilian service deposits/redeposits and military service deposits for the customers, and manage workloads for each of the assigned cases.

The system uses name(s), birth date, disability information, DoD ID number, employment information, salary information, sex, phone, mailing/home address, marital status, duty address, personal e-mail address, position/title, rank/grade, Social Security Number(SSN), work email address, and spouse/dependent 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)

Verification, Identification, Authentication, Data matching, Mission-related use and Administrative use

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

The PII for the employee flows from other systems such as payroll and Defense Civilian Personnel Data System (DCPDS). The PII collected on behalf of dependents (child, spouse) must be manually entered by the employee if they wish to provide benefits to the dependent.

f. 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.

Employee PII flows from other systems such as payroll and Defense Civilian Personnel Data System (DCPDS).

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

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: 5 U.S.C. Chapter 11, Office of Personnel Management; 10 U.S.C. 113, Secretary of Defense; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; E.O. 9830, Amending the Civil Service Rules and Providing for Federal Personnel Administration, as amended; 29 CFR part 1614.601, EEO Group Statistics; DoD Directive 5105.53, Director of Administration and Management; and DoD Directive 5110.4, Washington Headquarters Services and E.O. 9397 (SSN), as amended.

PURPOSE: Records providing human resource information and system support for the WHS customers that manages the HR processing and reporting, including position, compensation and benefits, and performance management. The GRB Platform provides WHS customers with access to information and management of their government-wide benefit programs.

ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, the records contained herein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as listed in the applicable system of records notice located at: <https://dpcl.d.defense.gov/Portals/49/Documents/Privacy/SORNs/OSDJS/DHRA-23-DoD.pdf>.

{DISCLOSURE: Voluntary; however, if the member objects to the release of PII information, that Information can be removed. }

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)

- | | | |
|--|----------|---|
| <input checked="" type="checkbox"/> Within the DoD Component | Specify. | DoD Organizations serviced by WHS |
| <input checked="" type="checkbox"/> Other DoD Components (i.e. Army, Navy, Air Force) | Specify. | Army, Navy, Airforce, DFAS |
| <input checked="" type="checkbox"/> Other Federal Agencies (i.e. Veteran's Affairs, Energy, State) | Specify. | Transferring Employees, Office of Personnel Management |
| <input type="checkbox"/> State and Local Agencies | Specify. | |
| <input type="checkbox"/> 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. | |
| <input checked="" type="checkbox"/> Other (e.g., commercial providers, colleges). | Specify. | Health Insurance Provider Elected by Employee in System |

i. Source of the PII collected is: (Check all that apply and list all information systems if applicable)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Individuals | <input checked="" type="checkbox"/> Databases |
| <input checked="" type="checkbox"/> Existing DoD Information Systems | <input type="checkbox"/> Commercial Systems |
| <input checked="" type="checkbox"/> Other Federal Information Systems | |

For employees: Defense Manpower Data Center (DMDC), Defense Civilian Personnel Data System (DCPDS), Interactive Voice Response System (IVRS), Government & Retirement Benefits (GRB). For dependents: entered by the employee.

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

- | | |
|---|---|
| <input checked="" type="checkbox"/> E-mail | <input checked="" type="checkbox"/> Official Form (Enter Form Number(s) in the box below) |
| <input checked="" type="checkbox"/> In-Person Contact | <input type="checkbox"/> Paper |
| <input checked="" type="checkbox"/> Fax | <input checked="" type="checkbox"/> Telephone Interview |
| <input checked="" type="checkbox"/> Information Sharing - System to System | <input checked="" type="checkbox"/> Website/E-Form |
| <input type="checkbox"/> Other (If Other, enter the information in the box below) | |

SF 2817: Life Insurance Election (FEGLI), SF 2809: Health Benefits Registration Form, SF 1152: Designation of Beneficiary, Unpaid Compensation of Deceased Civilian SF 2823: Designation of Beneficiary (FEGLI) SF 3102: Designation of Beneficiary, FERS

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

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or <http://dpcl.d.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.

I. 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. 207-23 - GRS 2.4, Item 010 (DAA-GRS-2019-0004-0001); 202-12.3 - GRS 2.2, item 041 (DAA-GRS-2017-0007-0005)

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

(3) Retention Instructions.

In accordance with the DoW Records Disposition Schedule, the following file number applies: 207-23 - Records used to Calculate Payroll, Arrange Paycheck Deposit, and Change previously issued Paychecks. Temp, cut off after paying agency or payroll processor validates data. Destroy 3 years after cut off. File number 202-12.3 - Short Term Records within Official Personnel File (OPF) or Electronic Official Personnel File (eOPF) . Temp, cut off and destroy when superseded, obsolete, transfer, or separation of employee

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 statute 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.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: 5 U.S.C. Chapter 11, Office of Personnel Management; 10 U.S.C. 113, Secretary of Defense; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; E.O. 9830, Amending the Civil Service Rules and Providing for Federal Personnel Administration, as amended; 29 CFR part 1614.601, EEO Group Statistics; DoD Directive 5105.53, Director of Administration and Management; and DoD Directive 5110.4, Washington Headquarters Services 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.

DoD Manuals (DoDM) 8910.01-V2, June 30, 2014 "(11) Collections of information from DoD civilian employees within the scope of their employment (includes all the tasks performed to accomplish the job they perform for The Office of the Secretary of Defense (OSD) or DoD Component), unless the results are to be used for general statistical purposes."