

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:

Integrated Automated Travel System

2. DOD COMPONENT NAME:

Defense Finance and Accounting Service

3. PIA APPROVAL DATE:

06/27/18

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 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
- 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.

The Integrated Automated Travel System (IATS) is an automated travel entitlement computation system used by travel office personnel to compute travel entitlements for both military and civilian travelers. IATS computes a variety of travel claims such as temporary duty, permanent change of station, local travel, non-combatant evacuation and personally procured moves in accordance with (IAW) the Joint Travel Regulations (JTR) and Federal Travel Regulations (FTR). Travelers submit travel claims on a DD Form 1351, 1351-2, or 1705, and attach substantiating documents such as travel authorizations (e.g. DD Form 1610, DD Form 1614), Direct Deposit Form (SF 1199A) and miscellaneous receipts (e.g. lodging, rental car). These forms contain PII (e.g. Name, Social Security Number, financial information) which are collected and input to locally maintained Travel Operations Office IATS databases.

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)

PII is collected to enable accurate processing of travel claims. The data identifies the individuals and to properly calculate travel entitlements. PII is also collected to support mission-related and administrative uses such as Disbursing and Accounting.

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.

IATS does not collect PII directly from individuals; however, the collection forms (e.g., DD Form 1351-2) used by the individual Travel Operations Office for collecting information requires the PII. The PII collected is entered in the IATS system and required when processing the travel claim.

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.

PII collected is required to process an individual travel claim. In addition, PII is used to report taxable entitlements to government agencies.

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

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Section 301; Departmental Regulations; 37 U.S.C. Section 404, Travel and Transportation Allowances, General; DoD Directive 5154.29, DoD Pay and Allowance Policy and Procedures; Department of Defense Financial Management Regulation (DoDFMR) 7000.14.R., Volume 9; and E.O. 9397 (SSN), as amended.

PRINCIPAL PURPOSE(S): To provide an automated means for computing reimbursements for individuals for expenses incurred incident to travel for official Government business purposes and to account for such payments. Applicable SORN: T7333 (<http://privacy.defense.gov/notices/dfas/T7333.shtml>).

ROUTINE USE(S): Certain "Blanket Routine Uses" for all DoD maintained systems of records have been established that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within the particular record system notice. These additional routine uses of the records are published only once in each DoD Component's Preamble in the interest of simplicity, economy, and to avoid redundancy. Applicable SORN: <http://dpclo.defense.gov/privacy/SORNs/component/dfas/preamble.html>.

DISCLOSURE: Voluntary; however, failure to furnish the requested information may result in total or partial denial of the amount claimed. The Social Security Number is requested to facilitate the possible collection of indebtedness or credit to the DoD traveler's pay account for any residual or shortage.

PENALTY

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

- | | | |
|---|----------|---|
| <input checked="" type="checkbox"/> Within the DoD Component | Specify. | Individual Travel Operations Offices (e.g. DFAS Indianapolis, DFAS Rome, DFAS Columbus, Navy ships, Personnel Support Activities (PSA) and Personnel Support Detachments (PSD), etc.) may obtain IATS software. Individual DFAS sites may share information with internal DFAS organizations that demonstrate a "need to know" (e.g. Military Pay, Civilian Pay, Disbursing and Accounting). |
| <input checked="" type="checkbox"/> Other DoD Components | Specify. | IATS licenses have been purchased by Navy, Marines, Air Force and Army Organizations. Each individual travel operations office within the Component is responsible for their own individual IATS database. |
| <input checked="" type="checkbox"/> Other Federal Agencies | Specify. | Individual Travel Operations Offices share data with the Internal Revenue Service (IRS) to provide information concerning pay of travel allowances which are subject to federal income tax. |
| <input type="checkbox"/> State and Local Agencies | Specify. | |
| <input checked="" 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. | Professional Software Consortium, Inc. (PSC), the owner of the software, is required to adhere to the DoD 5400.11-R which requires employees and contractors who access PII to adhere to established procedures designed to safeguard and protect sensitive data to include limiting record access only to those authorized personnel who have been properly screened and cleared for "need to know". Additionally, the DFAS 52.224-9000 "Information Assurance" (June 2012) and 252.204-7012 Safeguarding Of Unclassified Controlled Technical Information (Nov2013) are included in the contract. |
| <input checked="" type="checkbox"/> Other (e.g., commercial providers, colleges). | Specify. | Each Travel Operations Office controls its own IATS database to include the sharing of data with other financial entities. |

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

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

Automated Disbursing System (ADS)
United States Army Corps of Engineer Financial Management System (CEFMS)
Deployable Disbursing System (DDS)
Marine Corps Total Force System (MCTFS)
Operational Data Store (ODS)

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

IATS does not mandate how travel offices collect the data that is subsequently entered into IATS. Official Forms listed below are used to collect data.

DD Form 1351
DD Form 1351-2
DD Form 1351-3
DD Form 1610
DD Form 1614
DD Form 1705
DD Form 2912
SF 1164-77c
SF 1199A

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://dpclid.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.

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

(3) Retention Instructions.

Cutoff at the end of the fiscal year and destroy 10 years after cutoff.

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.

5 U.S.C. Section 301; Departmental Regulations; 37 U.S.C Section 404, Travel and transportation allowances: General; DOD Directive 5154.29. DoD Pay and Allowances Policy and Procedures; Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Volume 9; 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.

DFAS and PSC are the developers for the IATS application and each user site runs/hosts/operates the production environment. According to the OMB government analyst, it was determined that the responsibility for the data falls with the Agency collecting the data. Data is supposed to be cleared at the point of collection and by the data/information owner.