Department of Energy
Privacy Impact Assessment (PIA)

Name of Project: DOE GovTrip
Bureau: Department of Energy
Project Unique ID: DOE GovTrip
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A. CONTACT INFORMATION

1. Who is the person completing this document?

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2. Who is the system owner?

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4. Who is the IT Security Manager who reviewed this document?

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5. Who is the Privacy Act Officer who reviewed this document?

Jerry Hanley
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B. SYSTEM APPLICATION/GENERAL INFORMATION

1. Does this system contain any information about individuals?

Yes.

a. **Is this information identifiable to the individual?** [1]

Yes.

b. **Is the information about individual members of the public?**

Yes. The system contains information about individuals who travel or relocate at the expense of DOE. This may include DOE Federal employees and DOE invitational travelers (e.g., scientists or dignitaries).

c. **Is the information about DOE or contractor employees?**

Yes.

2. What is the purpose of the system/application?

GSA is the sponsoring Federal agency for the GovTrip system and, in this role, has made the system available for use by other Federal Agencies. As the sponsoring agency, GSA assumes much of the risk for the system. The DOE GovTrip system is a proprietary system owned and managed by Northrop Grumman Mission Systems (NGMS). GovTrip travel services are provided to DOE under a contractual agreement and travel services are purchased based on the number of travel vouchers processed for official DOE business travel for both domestic and foreign travelers. GovTrip is an automated, web-based travel administration system and is configured on hardware and software maintained and owned by NGMS. The function of the system is to provide travel services for DOE employees on official business. The process includes preparation of travel vouchers, authorizations, approvals, expense payment and/or re-imbursements.

This system provides authorized DOE employees the ability to make travel plans and reservations, approve travel requests and vouchers, and supports reimbursement of allowable travel expenses. The records in the system are maintained and used by DOE to document official domestic and foreign travel and relocation expenditures and to support reimbursement of allowable expenses.

3. What legal authority authorizes the purchase or development of this system/application?

Department of Energy Authorization Act, 42 U.S.C. 7101 *et seq.*, 52, U.S.C. 2401 *et seq.*

C. DATA IN THE SYSTEM

1. What categories of individuals are covered in the system?

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[1] "Identifiable Form" - According to the OMB Memo M-02-22, this means information in an IT system or online collection: (i) that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.) or (ii) by which an agency intends to identify specific individuals in conjunction with other data elements, i.e., indirect identification. (These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptor).

The categories of individuals include individuals who travel or relocate at the expense of DOE.

2.   **What are the sources of information in the system?**

    a.   **Is the source of the information from the individual or is it taken from another source?**

Information is obtained from the individual to whom it pertains.

    b.   **What Federal agencies are providing data for use in the system?**

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    c.   **What tribal, state, and local agencies are providing data for use in the system?**

None

    d.   **From what other third party sources will data be collected?**

None

    e.   **What information will be collected from the individual and the public?**

The GovTrip system collects two types of information from employees and authorized invitational travelers: personal and travel information. The system may contain the following personal and travel information: name, address, telephone number, social security number, travel itinerary, mode and purpose of travel, advance amount, expenses claimed, amounts reimbursed, charge card account numbers, residential sales records, and receipts.

3.   **Accuracy, Timeliness, and Reliability**

a.   **How will data collected from sources other than DOE records be verified for accuracy?**

GovTrip does not verify the accuracy or completeness of the DOE federal employees or authorized invitational travelers. The data in the system is provided by the individual to whom it pertains. Therefore, it is determined that the information is accurate, timely and complete at the time it is provided.

    b.   **How will data be checked for completeness?**

GovTrip does not verify the accuracy or completeness of the DOE federal employees or authorized invitational travelers. The data in the system is provided by the individual to whom it pertains. Therefore, it is determined that the information is accurate, timely and complete at the time it is provided.

    c.   **Are the data current? What steps or procedures are taken to ensure the data are current and not out-of-date?**

GovTrip does not verify the accuracy or completeness of the DOE federal employees or authorized invitational travelers. The data in the system is provided by the individual to whom it pertains. Therefore, it is determined that the information is accurate, timely and complete at the time it is provided.

d. Are the data elements described in detail and documented?

Yes, data elements are described in GOVTRIP Documentation.

D. ATTRIBUTES OF THE DATA

1. Is the use of the data both relevant and necessary to the purpose for which the system is being designed?

All data in the system is relevant and necessary for DOE to perform its required responsibilities for administering and managing the DOE travel program.

2. Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected, and how will this be maintained and filed?

No.

3. Will the new data be placed in the individual's record?

N/A

4. Can the system make determinations.about employees/the public that would not be possible without the new data?

N/A

5. How will the new data be verified for relevance and accuracy?

N/A

6. If the data are being consolidated, what controls are in place to protect the data from unauthorized access or use?

Data is not being consolidated in this system.

7. If processes are being consolidated, do the proper controls remain in place to protect the data and prevent unauthorized access?

Processes are not being consolidated in this system.

8. **How will data be retrieved? Does a personal identifier retrieve the data? If yes, explain, and list the identifiers that will be used to retrieve information on the individual.**

Data may be retrieved by name, social security number, and travel authorization number.

9. **What kinds of reports can be produced on individuals? What will be the use of these reports? Who will have access to them?**

The system allows authorized DOE staff to query and produce reports on individuals or groups of individuals. The system may produce the following reports: travel summary information for individuals or organizations, authorization, voucher, audit, traveler status and funds tracking. For more details on GovTrip reporting capabilities, see link below. http://www.govtrip.com/govtripWBT/basics/reports_tlbr.htm

10. **What opportunities do individuals have to decline to provide information (e.g., where providing information is voluntary) or to consent only to particular uses of the information (other than required or authorized uses)?**

Individuals who travel or relocate at the expense of DOE are required to provide personal identifying information. The information is used to approve and plan travel, and to receive reimbursement for allowable travel expenses. The new user registration web page contains a link to the Privacy Act statement concerning the data collected for individuals.

E. **Maintenance and Administrative Controls**

1. **If the system is operated in more than one site, how will consistent use of the system and data be maintained in all sites?**

Consistent use of this system across the DOE complex will be maintained by requiring user training and providing users with system operational documentation.

2. **What are the retention periods of data in the system?**

Data retention for travel records of individuals traveling or relocating at the expense of DOE is in accordance with DOE Administrative Records Schedule 9: Travel and Transportation Records, dated 8/18/03.

3. **What are the procedures for disposition of the data at the end of the retention period? How long will the reports produced be kept?**

The procedures for disposition of data in the system for travel records of individuals traveling or relocating at the expense of DOE are defined in DOE Administrative Records Schedule 9: Travel and Transportation Records, dated 8/18/03.

4. **Is the system using technologies in ways that DOE has not previously employed (e.g., monitoring software, Smart Cards, Caller-ID)?**

No.

5.   How does the use of this technology affect public/employee privacy?

There is no effect. DOE is not using any technologies in a way it has not previously employed.

6.   Will this system provide the capability to identify, locate, and monitor individuals?

No.

7.   What kinds of information are collected as a function of the monitoring of individuals?

None

8.   What controls will be used to prevent unauthorized monitoring?

None

9.   Under which PA system of records notice does the system operate?

The system operates under the DOE Systems of Records DOE-26, Official Travel Records.

10.   If the system is being modified, will the PA system of records notice require amendment or revision?

N/A

F.   ACCESS TO DATA

1.   Who will have access to the data in the system?

DOE Federal and contractor personnel will have access to the data in the system. Access to personal data in the system will be strictly controlled based on job responsibility and function.

2.   How is access to the data by a user determined?

Access to data is determined by evaluation of personnel job responsibilities and functions. Based on the evaluation, access control lists are documented and applied to the system. System controls and integrity reports are reviewed on a regular basis to ensure users have the appropriate level of access.

3.   Will users have access to all data on the system or will the user's access be restricted?

Access will be restricted by job roles and responsibilities.

4.   What controls are in place to prevent the misuse (e.g., unauthorized browsing) of data by those having access?

Technical and administrative controls are in place to prevent the misuse of data by individuals with access. The technical controls include restricted access via user-id and

password based on user responsibility and job function. These access controls are defined in the system cyber security program plan. All system team members (Federal and contractor) are required to participate in a DOE standard cyber security certification course as a necessary prerequisite for the system access. Rules of behavior and consequences for violating the rules are displayed to the user each time the user logs onto the system. Administrative controls include non-disclosure agreements, separation of duties so individuals only have access to appropriate personal information, and use of system audit logs to monitor access and user activity in the system.

5. Are contractors involved with the design and development of the system and will they be involved with the maintenance of the system? If yes, were PA contract clauses included in their contracts and other regulatory measures addressed?

Contractors were involved in the design, development, and maintenance of the system. Personal information from GovTrip may be disclosed to these contractors and their officers and employees in performance of their contracts. Those individuals provided with this type of information are subject to the same limitations applicable to DOE officers and employees under the Privacy Act, 5 U.S.C. 552a.

Contract language states that data covered by the Privacy Act may be disclosed to contractors and their officers and employees in furtherance of the contract. Any information that is obtained or viewed shall be on a need to know basis. Contractors are required to safeguard all information that they may obtain in accordance with the provisions of the Privacy Act and the requirements of the DOE. The contractor shall ensure that all DOE documents and software processed, and the information contained therein, are protected from unauthorized use and mishandling by assigned personnel.

6. Do other systems share data or have access to the data in the system? If yes, explain.

The GovTrip system provides a travel reimbursement file to the DOE Standard Accounting and Reporting System (STARS) three times a day using Secure File Transfer Protocol (SFTP). This allows STARS to reimburse individuals for allowable expenses for authorized DOE travel.

7. Who will be responsible for protecting the privacy rights of the public and employees affected by the interface?

Director, Office of the Chief Financial Officer/Chief Financial Officer.

8. Will other agencies share data or have access to the data in this system?

No.

9. How will the data be used by the other agency?

N/A

10.   Who is responsible for assuring proper use of the data?

System Owner

SIGNATURE PAGE		
	Signature	Date
PIA Approval Signatures	Original Copy Signed and On File with the DOE Privacy Office	