

**Department of Energy**  
**Privacy Impact Assessment (PIA)**

**Name of Project:** Travel Manager  
**Bureau:** Department of Energy  
**Project Unique ID:** N/A  
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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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**3. Who is the system manager for this system or application?**

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**Data owner:**

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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?**<sup>1</sup> 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?**

DOE Federal employees and DOE invitational travelers

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

Travel Manager is the legacy travel system that prior to October 1, 2006, was used to prepare, submit, and approve travel documents for DOE Elements. The travel system contains privacy act data, i.e., social security numbers used as a unique employee identifier.

After October 1, 2006 Travel Manager has been used as a repository of archival information for audit and financial reconciliation by the DOE Headquarters and Oak Ridge accounting teams.

The Gelco Travel Manager application runs on a Progress 9.0 database engine. The Gelco license for support has not been renewed as this is no longer a production system.

The database server (TRAV2) will be the sole server for this repository. This server is installed on a Wide Area Network (WAN), Intranet, and is only accessed via desktop client for the Headquarters Travel Team and technical support staff. All aspects of the Travel Manager environment and DOE network infrastructure are provided and maintained by the OCIO via the Application Hosting Environment (AHE) as a service to the CFO.

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

<sup>1</sup> "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).

Department of Energy Authorization Act, 42 U.S.C. 7101 SEQ. 52, USC 2401 at seq.

**C. DATA IN THE SYSTEM**

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

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?**  
Department of Energy formerly provided data. It is now maintained for historical use only.

**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 Travel Manager system contains historical information on 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?**

Travel Manager is being verified via the continuing audit processes. Therefore, it is determined that the information is accurate at the time it is provided.

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

Travel Manager is being verified via the continuing audit processes.

Therefore, it is determined that the information is 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?**

Travel Manager is being verified via the continuing audit processes. Therefore, it is determined that the information is current at the time it is provided.

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

Yes, data elements are described in Travel Manager 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 historic record keeping and audit purposes for 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.

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, and social security 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 audit 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.

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)?**

N/A. The system is being used for historical reporting and audit purposes.

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?**

The system is operated only at one site, in the DOE Germantown Computer site.

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. (see <http://www.cio.energy.gov/documents/RS-DOEADM09.PDF>)

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. (see <http://www.cio.energy.gov/documents/RS-DOEADM09.PDF>)

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 affect. 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?**  
The system capabilities do no provide the capability to monitor individuals. Further the system is used for auditing purposes only.
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?**  
N/A
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. Only audit activities are permitted within the system. 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 and is confined to audit functions.

**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 Travel Manager may be disclosed to these contractors and their officers and employees in performance of their contracts. Those individuals provided these types of information are subject to the same limitations applicable to DOE officers and employees under the Privacy Act, 5 U.S.C. 552a.

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

No, there is no sharing of the data in the system.

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

N/A

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

N/A

**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

**PIA Approval Signatures**

*Original copy signed and on file with the DOE Privacy Office.*