



**moveLINQ**  
**Privacy Impact Assessment (PIA)**

**December 28, 2011**

**System Information**

**Name of System, Project or Program:** moveLINQ

**OMB Unique Identifier:** 015-35-01-02-1009-00

**Contact Information**

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**System Application/General Information**

**1. Does this system contain any information in identifiable form?**

Yes.

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

Information in this system of records is collected and maintained to enable Relocation Services Branch personnel and authorized Bureau of the Public Debt (BPD) personnel to process relocation travel documents for Permanent Change of Station (PCS) and Temporary Change of Station (TCS) moves for government employees, both Treasury and Non-Treasury agencies.

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

5 U.S.C.301; 31 U.S.C.3101, et seq.

**4. Under which Privacy Act SORN does the system operate? (Provide the system name and unique system identifier.)**

BPD.001 – Human Resources and Administrative Records.

**Data in the System**

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

Categories include present and former employees and immediate family members of our customers.

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

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

The source of information is from the individual.

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

The following Federal organizations provide data for moveLINQ:

- Administrative Resource Center
- Alcohol/Tobacco Tax and Trade Bureau
- Armed Forces Retirement Home
- Bureau of the Public Debt
- Centers for Disease Control and Prevention

- Chemical Safety & Hazard Investigation Board
- Community Development Financial Institutions Fund
- Consumer Financial Protection Bureau
- Consumer Product Safety Commission
- Court of Appeals for Veterans Claims
- Department of Health and Human Services
- Department of Homeland Security – CIS
- Department of Homeland Security – OIG
- Department of Homeland Security – ICE (No new activity after 10/10/2008)
- Departmental Offices – Department of the Treasury
- Farm Credit Administration
- Federal Emergency Management Agency
- Federal Housing Finance Agency
- Federal Maritime Commission
- Federal Mine Safety & Health Review Commission
- Financial Crimes Enforcement Network
- Financial Management Service
- Food and Drug Administration
- Library of Congress
- Merit Systems Protection Board
- National Archives and Records Administration
- National Science Foundation
- Occupational Safety & Health Review Commission
- Office of Financial Stability
- Office of Government Ethics
- Office of the Comptroller of the Currency
- Office of Thrift Supervision
- Railroad Retirement Board
- Special Inspector General for Troubled Asset Relief Program
- Treasury Inspector General for Tax Administration
- Treasury Office of Inspector General
- TRICARE Management Activity
- United States Mint.

**c. What State and/or 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 employee and the public?**

Information collected includes employee records relating to data required to create relocation obligations and payments. The following data fields are collected:

- Employee Name
- Employee Tax Identification Number (TIN)
- Employee Direct Deposit Information
- Employee Retirement Plan
- Employee Current Home Address
- Employee Current Duty Station Address
- Employee New Home Address
- Employee New Duty Station Address
- Employee Phone Numbers
- Employee E-mail Address
- Employee Family – Names, Relationship, Birthdate
- Employee Salary Information
- Spouse Salary Information, if applicable.

**3. Accuracy, Timelines, and Reliability**

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

Data is not collected from sources other than customer agency component/employee records.

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

The system will edit each field to see that the data has the correct type and number of characters and is in the correct format.

**c. Is the data current? What steps or procedures are taken to ensure the data is current and not out-of-date? Name the document (e.g., data models).**

Yes. Data on the Request for Employee Relocation form is received directly from the customer agency authorizing official. Data on the Employee Questionnaire is received directly from the customer agency employee.

**d. Are the data elements described in detail and documented? If yes, what is the name of the document?**

Yes. The data elements are described in the moveLINQ Standard Data Output Definitions document and in the moveLINQ Quick Reference Guide.

**Attributes of the Data**

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

Yes. Information in this system of records is collected and maintained to enable the Relocation Services Branch to create and process relocation travel documents, make payments and issue W-2 tax information.

- 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/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 is being consolidated, what controls are in place to protect the data from unauthorized access or use?**

Information is contained in secure buildings or in area which are occupied either by officers and responsible employees of Public Debt who are subject to personnel screening procedures and to the Treasury Department Code of Conduct or by agents of Public Debt who are required to maintain proper control over records while in their custody. Additionally, since in most cases, numerous steps are involved in the retrieval process, unauthorized persons would be unable to retrieve information in meaningful form. Information stored in electronic media is safeguarded by automatic data processing security procedures in addition to physical security measures. Moreover, for those categories of records stored in computers with online terminal access, the information cannot be accessed without proper credentials and preauthorized functional capability.

- 7. If processes are being consolidated, are the proper controls remaining in place to protect the data and prevent unauthorized access? Explain.**

Yes. Security controls are reviewed annually. If the system undergoes a change that would impact security, a new security assessment and authorization would be completed.

**8. How will the 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 can be retrieved in a number of ways using a personal identifier. Information can be retrieved alphabetically by Employee ID (first 4 characters of the employee's first name plus the last four digits of the employee's SSN and a two-digit incremental counter), Employee Last Name, Relocation Document Number or by Relocation Date.

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

General activity reports, agency requested reports, and W-2 and tax filings. Authorized BPD personnel and customer agency personnel will have access and use these reports. The reports are used internally for tracking and processing obligations, amendments, vouchers, invoices, and tax filings. Customer reports are typically used for recording and/or reconciling activity and billings, management reporting and status discussions, and support for agency data request responses.

**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 only maintained at the Bureau of the Public Debt's (BPD) facility.

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

The retention period for all relocation travel records, forms, legal papers and other related documentation is six years and three months from the date the relocation is closed.

**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? Where are the procedures documented?**

At the end of the retention, period records are disposed of at varying intervals in accordance with records retention schedules reviewed, approved, and documented by the National Archives and Records Administration (NARA). Paper records ready for disposal are destroyed by shredding or maceration. Records in electronic media are electronically erased using accepted techniques.

**4. Is the system using technologies in ways that the bureau/office 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?**

The system does not use technologies in ways that the bureau/office has not previously employed.

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

Yes. Information in the moveLINQ system of records is collected and maintained to enable ARC to process relocation travel, make payments, and issue W-2 tax information.

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

Information collected includes residence, employment, address, e-mail, fax, phone, and moving expense reimbursement information.

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

Information is contained in secure buildings or in area which are occupied either by officers and responsible employees of Public Debt who are subject to personnel screening procedures and to the Treasury Department Code of Conduct or by agents of Public Debt who are required to maintain proper control over records while in their custody. Additionally, since in most cases, numerous steps are involved in the retrieval process, unauthorized persons would be unable to retrieve information in meaningful form. Information stored in electronic media is safeguarded by automatic data processing security procedures in addition to physical security measures. Moreover, for those categories of records stored in computers with online terminal access, the information cannot be accessed without proper credentials and preauthorized functional capability.

**9. If the system is being modified, will the Privacy Act SORN require amendment or revision? Explain.**

No. The existing Privacy Act system or records, which covers this system, was not substantially revised in FY11.

### **Access to Data**

**1. Who will have access to the data in the system? (e.g., contractors, users, managers, system administrators, developers, others).**

Only authorized travel personnel and database administrators will have direct access to the data. In addition, appropriate data will be provided to the following third parties:

- The Internal Revenue Services (IRS)
- The Social Security Administration (SSA)
- State Tax Departments
- Third-party vendors for the transportation and storage of household goods and airline reservations
- Home Sale Services vendors
- General Services Administration (GSA)
- Authorized customer agency personnel.

**2. How is access to the data by a user determined? Are criteria, procedures, controls, and responsibilities regarding access documented?**

Information is contained in secure buildings or in areas which are occupied either by officers and responsible employees of Public Debt who are subject to personnel screening procedures and to the Treasury Department Code of Conduct or by agents of Public Debt who are required to maintain proper control over records while in their custody. Additionally, since in most cases, numerous steps are involved in the retrieval process, unauthorized persons would be unable to retrieve information in meaningful form. Information stored in electronic media is safeguarded by automatic data processing security procedures in addition to physical security measures. Moreover, for those categories of records stored in computers with online terminal access, the information cannot be accessed without proper credentials and preauthorized functional capability. BPD maintains documented procedures concerning controls and responsibilities regarding access.

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

User access is restricted. Safeguards are in place to only allow users of the system to have access to the data they need to perform their job duties.

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

Controls include periodic Security Assessments, Continuous Monitoring, Rules of Behavior, Mandatory periodic Training, and Audit Trails/Logs.

**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 Privacy Act contract clauses inserted in their contracts and other statutory and regulatory measures addressed?**

Yes. Since the system is a Commercial off-the-Shelf (COTS) system, contractors are involved with the design and development. The system is maintained by BPD. The contractors do not have access to our data.

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

Yes. The moveLINQ system provides accounting transaction data to the Public Debt core accounting system, Oracle Federal Financials.

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

All BPD employees who have access to information in a Privacy Act system are responsible for protecting personal information covered by the Privacy Act.

**8. Will other agencies share data or have access to the data in this system (e.g. Federal, State, Local, and Others)?**

Only authorized BPD personnel have access to the data in this system. Applicable tax data will be provided to the Internal Revenue Service, Social Security Administration, and State Tax Departments. General Services Administration and customer agencies personnel will have indirect access to the data.

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

Other agencies will use the data for administering federal and state tax requirements, trends, policy setting and reporting to Congress, and management reporting purposes.

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

All authorized BPD personnel who have access to the system, including the system manager and system owner are responsible for proper use of the data.