PRIVACY IMPACT ASSESSMENT (PIA)

For the

Voucher Attachment System-Travel Pay System (VAS-TPS)
Defense Logistics Agency

SECTION 1: IS A PIA REQUIRED?

a. Will this Department of Defense (DoD) information system or electronic collection of information (referred to as an "electronic collection" for the purpose of this form) collect, maintain, use, and/or disseminate PII about members of the public, Federal personnel, contractors or foreign nationals employed at U.S. military facilities internationally? Choose one option from the choices below. (Choose (3) for foreign nationals).

☐ (1) Yes, from members of the general public.

☐ (2) Yes, from Federal personnel* and/or Federal contractors.

☒ (3) Yes, from both members of the general public and Federal personnel and/or Federal contractors.

☐ (4) No

* "Federal personnel" are referred to in the DoD IT Portfolio Repository (DITPR) as "Federal employees."

b. If "No," ensure that DITPR or the authoritative database that updates DITPR is annotated for the reason(s) why a PIA is not required. If the DoD information system or electronic collection is not in DITPR, ensure that the reason(s) are recorded in appropriate documentation.

c. If "Yes," then a PIA is required. Proceed to Section 2.

SECTION 2: PIA SUMMARY INFORMATION

a. Why is this PIA being created or updated? Choose one:

☒   **New DoD Information System**   ☐   **New Electronic Collection**

☐   **Existing DoD Information System**   ☐   **Existing Electronic Collection**

☐   **Significantly Modified DoD Information System**

b. Is this DoD information system registered in the DITPR or the DoD Secret Internet Protocol Router Network (SIPRNET) IT Registry?

☒   **Yes, DITPR**   Enter DITPR System Identification Number | 14585 |

☐   **Yes, SIPRNET**   Enter SIPRNET Identification Number | |

☐   **No**

c. Does this DoD information system have an IT investment Unique Project Identifier (UPI), required by section 53 of Office of Management and Budget (OMB) Circular A-11?

☒   **Yes**   ☐   **No**

If "Yes," enter UPI | 007-97-01-01-02-1209-00 |

If unsure, consult the Component IT Budget Point of Contact to obtain the UPI.

d. 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 should be consistent.

☒   **Yes**   ☐   **No**

If "Yes," enter Privacy Act SORN Identifier | DFAS T7333 IATS; DFAS T7300b VAS-TPS |

DoD Component-assigned designator, not the Federal Register number.
Consult the Component Privacy Office for additional information or
access DoD Privacy Act SORNs at: http://www.defenselink.mil/privacy/notices/

or

Date of submission for approval to Defense Privacy Office
Consult the Component Privacy Office for this date. | |

e. Does this DoD information system or electronic collection have an 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**

    Enter OMB Control Number   OMB number request submitted on May 17, 2011

    Enter Expiration Date

☐ **No**

f. Authority to collect information. A Federal law, Executive Order of the President (EO), or DoD requirement must authorize the collection and maintenance of a system of records.

(1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be the same.

(2) 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) Whenever possible, cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.

    (b) If a specific statute or EO does not exist, determine if an indirect statutory authority can be cited. An indirect 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) 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 should be identified.

T7333 -- 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.

T7300b -- 5 U.S.C. 301, Departmental Regulations; 31 U.S.C. §§ 3325, 3511, 3512, and 3513, Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R Vol. 5 and E.O. 9397 (SSN).

5 U.S.C. 552a(b)(12) allows disclosures to be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act, 15 U.S.C. 1681a(f) or the Federal Claims collection Act of 1966, 31 U.S.C. 3701(a)(3). The purpose of the disclosure is to aid in the collection of outstanding debts owed to the Federal Government.

g. Summary of DoD information system or electronic collection. Answers to these questions should be consistent with security guidelines for release of information to the public.

(1) Describe the purpose of this DoD information system or electronic collection and briefly describe the types of personal information about individuals collected in the system.

VAS-TPS is used as an alternative travel voucher processing system for those who cannot utilize the Defense Travel System (DTS). The system includes, but is not limited to, document management through receipt of travel claim packages in paper or electronic format and the system converts the document to an electronic format needed for travel pay reimbursement.

PII stored may include name of payee, SSN, home phone number, home address, family member names, family member dates of birth, spouse, date of marriage.

(2) Briefly describe the privacy risks associated with the PII collected and how these risks are addressed to safeguard privacy.

Risk exposure of individual's private and personal information. The risks are minimized by physical, technical, and administrative controls. Data is available to only those whose job performances require access. System access is controlled by use of smart cards, safes, cipher locks and role-based security which ensures access to the information in the system is limited by job requirement and authorization to view the data.

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component (e.g., other DoD Components, Federal Agencies)? Indicate all that apply.

☒ **Within the DoD Component.**

Specify. | DLA Document Services Personnel connected with processing the vouchers.

☒ **Other DoD Components.**

Specify. | Defense Finance & Accounting Service, United States Army, Navy, Marine, Air Force, Defense Contract Management Agency.

☐ **Other Federal Agencies.**

Specify. |

☐ **State and Local Agencies.**

Specify. |

☐ **Contractor** (Enter name and describe the language in the contract that safeguards PII.)

Specify. |

☒ **Other** (e.g., commercial providers, colleges).

Specify. | Consumer Reporting Agencies (disclosure is referenced in SORN T7333)

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

☒ Yes   ☐ No

    (1) If "Yes," describe method by which individuals can object to the collection of PII.

Individuals can choose to not submit PII information, but not submitting required documentation that contains PII may result in total or partial denial of travel reimbursement.

    (2) If "No," state the reason why individuals cannot object.

j. 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.

By signing and filing the Travel Voucher, DD form 1351-2, the individual consents to principal purposes of PII use as listed in the Privacy Act Statement.

    (2) If "No," state the reason why individuals cannot give or withhold their consent.

k. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

☒   **Privacy Act Statement**   ☐   **Privacy Advisory**

☐   **Other**   ☐   **None**

Describe each applicable format.

AUTHORITY: 5 U.S.C. Section301; 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.

NOTE:

Sections 1 and 2 above are to be posted to the Component's Web site. Posting of these Sections indicates that the PIA has been reviewed to ensure that appropriate safeguards are in place to protect privacy.

A Component may restrict the publication of Sections 1 and/or 2 if they contain information that would reveal sensitive information or raise security concerns.