



## PRIVACY IMPACT ASSESSMENT (PIA)

For the

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| Personal Property Transportation Audit System (PPTAS) |
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| Department of the Navy - NAVSUP |
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### **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
- 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

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

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**

**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.

SORN authorities:

5 U.S.C. 5702 et seq. Travel, Transportation and Subsistence  
10 U.S.C. 2631-2635 and Chapter 7  
37 U.S.C. 404, Travel and Transportation Allowances-General  
E.O. 9397 (SSN), as amended

Other authorities:

Statutory (Title 5 and 37 US Code, Joint Federal Travel Regulations, and NAVSUP Pub 490)

**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.

PPTAS allows the Household Goods Audit Team (HHG-AT) to audit, track, report, initiate collections and authorize liquidation of monetary claims associated with all personally procured moves made by Navy members and to audit, track, report, and initiate collections on Navy members' personal property moves. For Personally Procured Moves (PPM) PPTAS receives transaction data via Defense Personal Property System (DPS) from transportation offices indicating approved personally procured moves and related advanced payments. PPTAS helps to ensure military member moves were conducted IAW with section 5310 of the Joint Travel Regulations to include matching the actual move with member's orders and ensures actual weight of member's furniture is within the limit allowed for their rank. PPTAS streamlines research for invoicing irregularities associated with the commercial mover. The validation process automatically excludes many shipments meeting regulatory compliance and significantly reduces FTE needed to audit HHG movements that fail validation. PPTAS creates essential debit or credit actions based on these audits. It's secondary function is to settle Personally Procured Move Claims submitted by members and facilitates Electronic Funds Transfer (EFT) for DFAS direct deposits to member accounts.

Personal information collected includes: Name, full and truncated SSN, personal cell telephone number, home telephone number, personal email address, mailing/home address, and financial information which includes bank routing number and account number.

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

Information is available to auditors, clerks, management, and IT support in DON.

Background checks are done on all personnel prior to gaining access to PPTAS.

All personnel receive training annually in Privacy Act matters and handling of its data.

Files are stored within the HHG Audit Team office and are shredded when they are retired.

Electronic files are maintained in accordance with the NAVSUP Pub 490 guidance.

Data received and sent to other DOD IT systems is passed via Secure Shell (SSH) protocol and is moved into the most secure part of the NMCI AHF, minimizing risk.

The data provided to the Social Security Administration (SSA) is uploaded to their HTTPS Business Services Online (BSO) web site.

**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.

**Other DoD Components.**

Specify.

**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.

**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.

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

Personal information is not collected directly from the individual. Source is the Defense Personal Property System (DPS).

**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.

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

Personal information is not collected directly from the individual. Source is the Defense Personal Property System (DPS).

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

- |                                                       |                                                  |
|-------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> <b>Privacy Act Statement</b> | <input type="checkbox"/> <b>Privacy Advisory</b> |
| <input type="checkbox"/> <b>Other</b>                 | <input checked="" type="checkbox"/> <b>None</b>  |

Describe each applicable format.

Personal information is not collected directly from the individual. Source is the Defense Personal Property System (DPS).

**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.**