



PRIVACY IMPACT ASSESSMENT (PIA)

DoD Information System/Electronic Collection Name:

Integrated Automated Travel System (IATS)

DoD Component Name:

Defense Finance and Accounting Service

SECTION 1: IS A PIA REQUIRED?

a. Will this Department of Defense (DoD) information system or electronic collection of information (referred to as "electronic collection" for the purpose of this form) collect, maintain, use, and/or disseminate personally identifiable information (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) 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 Enter UPI

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

- No

d. Does the DoD information system or electronic collection have 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 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.

- No

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 provision of the statute and/or EO that authorizes the operation of the system and the collection of PII.

(b) If a specific statute and/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.

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).

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.

The DFAS IATS Program Office manages IATS whereby semi-annual software and monthly Per Diem Rate updates are distributed by Professional Software Consortium, Inc. (PSC) to individual Travel Operations Offices throughout DOD. IATS is configured such that a centralized data-base does not exist nor are databases maintained by the Program Office as each individual Travel Operations Office is responsible for installing software updates, maintaining individual databases, and protecting PII. IATS software licenses have been purchased from PSC for use in computing U.S. Government travel entitlements. There are approximately 400 IATS licenses issued throughout DOD. The IATS is utilized to compute and account for travel entitlements and reimbursement for expenses incident to travel on official Government business. Travelers submit travel claims on a DD Form 1351, 1351-2, or 1705 and attach substantiating documents such as travel authorizations (e.g. DD Form 1610, DD Form 1614), Direct Deposit Form (SF 1199A) and miscellaneous receipts (e.g. lodging, rental car). These forms contain PII (e.g. name, SSN, financial information) which are collected by IATS and input to locally maintained Travel Operations Office databases. NOTE: IATS is also known as WinIATS.

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

The result of mishandling personal data may lead to lost, stolen or compromised PII which could be harmful to the individual in many ways (e.g., identity theft, damage to the individual's reputation and /or financial hardship). Such incidents could cast DFAS, and the individual site or sites where the system is installed, in an unfavorable light to the public. Hence, access is limited to persons authorized to service or to use the system in performance of their official duties (requires screening and approval for need to know). DFAS adheres to physical protections of PII as described in accordance with DFAS 5200.1-R. IA policy (DFAS 8400.1-R) prescribes protection requirements for sensitive data, to include PII, for all DFAS systems. Management responsibilities for protecting data are maintained in DFAS 8500.1.

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

Individual Travel Operations Offices (e.g., DFAS Indianapolis, DFAS Rome, DFAS Columbus, Navy ships, PSAs and PSDs, Classified Operations Sites, etc.) may obtain IATS software. Individual DFAS sites may share information with internal DFAS organizations that demonstrate a "need to know" (e.g. Military Pay, Civilian Pay, Disbursing and Accounting).

Other DoD Components. Specify

IATS licenses have been purchased by Navy, Marines, Air Force and Army organizations. Each individual travel operations office within the Component is responsible for their own individual IATS database.

Other Federal Agencies. Specify

Individual Travel Operations Offices share data with the Internal Revenue Service (IRS) to provide information concerning pay of travel allowances which are subject to federal income tax.

State and Local Agencies. Specify

Contractor (enter name and describe the language in the contract that safeguards PII.) Specify

Professional Software Consortium, Inc. (PSC), the owner of the software, is required to adhere to the DoD 5400.11-R which requires employees and contractors who access PII to adhere to established procedures designed to safeguard and protect sensitive data to include limiting record access only to those authorized personnel who have been properly screened and cleared for 'need to know.

Other (e.g., commercial providers, colleges). Specify

Each Travel Operations Office controls its own IATS data-base to include the sharing of data with other financial entities.

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

Yes **No**

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

IATS Program Office does not collect or maintain data, however, the Privacy Act appears on the collection forms (e.g., DD 1351-2) used by the individual Travel Operations Office for collecting information.

(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.

IATS Program Office does not collect or maintain data, however, the Privacy Act appears on the collection forms (e.g., DD 1351-2) used by the individual Travel Operations Office for collecting information.

(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.

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