## PRIVACY IMPACT ASSESSMENT (PIA)

PRESCRIBING AUTHORITY: DoD Instruction 5400.16, "DoD Privacy Impact Assessment (PIA) Guidance". Complete this form for Department of Defense (DoD) information systems or electronic collections of information (referred to as an "electronic collection" for the purpose of this form) that collect, maintain, under the purpose of this form is the purpose of this form.

and/or disseminate personally identifiable information (PII) about members of th military facilities internationally. In the case where no PII is collected, the PIA w system.	e publ	ic Federal employees contractors or	rivis form) that collect, maintain, use, foreign nationals employed at U.S. privacy requirements do not apply to
1. DOD INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME:  Defense Travel Management Office Passport / Commercial Travel In	forms	tion Management	Same and the second
2. DOD COMPONENT NAME:	Iorma	ation Management	verticaline, ideal lication, au
Defense Human Resources Activity		to refree and entropic of gares	3. PIA APPROVAL DATE:
-			10/12/2018
Defense Travel Management Office	196	Saltino dell'acidente la constructori della constructori	(2) it this in one the respectively a
SECTION 1: PII DESCRIPTION S		ARY (FOR PUBLIC RELEASE)	
a. The PII is: (Check one. Note: foreign nationals are included in general pub.	lic.)		
From members of the general public		From Federal employees and/or Federal	deral contractors
From both members of the general public and Federal employees and/or Federal contractors		Not Collected (if checked proceed to	o Section 4)
b. The PII is in a: (Check one)			
New DoD Information System		New Electronic Collection	
Existing DoD Information System		Existing Electronic Collection	
Significantly Modified DoD Information System			
<ol> <li>Describe the purpose of this DoD information system or electronic col collected in the system.</li> </ol>	llectio	n and describe the types of persona	al information about individuals
satisfaction; and respond to authorized internal and external requests fincluding premium class travel.  To provide website registered guests an online customer support site fincluding assistance with DTS.			
For repository records of DoD travelers, information from commercia Social Security Number (SSN), truncated SSN, gender, date of birth, address, home address, home, business, and cellular phone numbers, ecivilian/military status information, travel preferences, frequent flyer information to include government and/or personal charge card account transactions, personal checking and/or savings account numbers, gove to include travel itineraries (includes dates of travel) and reservations, receipts, travel document status information, travel budget information funds and supporting documentation.	e-mai emerg inforn nt nur ernme trip r	il address, Service/Agency, organ ency contact information, duty sta- nation, passport information, Dob mbers and expiration information, nt accounting code/budget information, ecord number, trip cost estimates.	izational information, mailing ation information, title/rank,  DID number, financial government travel charge card ation, specific trip information travel youchers, travel-related
For repository records of foreign national civilians on invitational trav ID Number, name, date of birth, and passport information.	el ord	ders: Foreign Identification (ID)	Number or Individual Taxpayer
For repository records of dependents who are accompanying the DoD	spons	sor on travel: name, date of birth,	and passport information.
For registered website guests: name, phone number, e-mail address; if travel alerts, cellular phone number and cellular phone provider; if required travels are the contract of the contract o	`affili uiring	ated with DoD, duty station, rank g assistance with DTS, last four of	, DoD ID number; if desiring f the SSN.
Employment information includes duty station information, title/rank, includes name, date of birth, passport number; Other ID number included Individual Taxpayer Identification Number, Frequent Flyer Number;	des D	oD ID Number, Passport number.	Foreign Identification Number

account numbers and expiration information, personal checking and/or savings account numbers, government accounting code/budget information, government travel charge card transactions; Other includes specific trip information to include travel itineraries (includes dates of travel) and reservations, trip record number, trip cost estimates, travel vouchers, travel-related receipts, travel document status information, travel budget information, commitment of travel funds, records of actual payment of travel funds, and supporting documentation.
<ul> <li>d. Why is the PII collected and/or what is the intended use of the PII? (e.g., verification, identification, authentication, data matching, mission-related use, administrative use)</li> </ul>
Verification, identification, authentication, data matching, and mission-related use.
e. Do individuals have the opportunity to object to the collection of their PII?
(1) If "Yes," describe the method by which individuals can object to the collection of PII.
(2) If "No," state the reason why individuals cannot object to the collection of PII.
For the Commercial Travel Information Management data repository, PII data is collected from other systems (Defense Travel System (DTS), the Global Distribution System, Government Travel Credit Card vendor). Users are subject to the objection capabilities of the originating system.
DTMO Passport website guests may elect not to register for an account. Individuals who do not register for an account may not receive online help desk support, training, or travel planning information.
f. Do individuals have the opportunity to consent to the specific uses of their PII? X 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.
For the Commercial Travel Information Management data repository, PII data is collected from other systems (Defense Travel System (DTS), the Global Distribution System, Government Travel Credit Card vendor), thus the individual is presented with the privacy notices and user agreements of the originating systems. For example, Government Travel Charge Card users provide consent to the use of their information when signing the travel card application. DTMO Passport is compliant with the uses contained in the original system notices.  Users registering on the DTMO Passport website for help desk support, training, or travel planning information consent to the use of their information in accordance with the website privacy policy by submitting their registration.
g. When an individual is asked to provide PII, a Privacy Act Statement (PAS) and/or a Privacy Advisory must be provided. (Check as appropriate and
provide the actual wording.)
X Privacy Act Statement Privacy Advisory Not Applicable
PAS Displayed Upon System Registration: AUTHORITY: 5 U.S.C. Chapter 57, Travel, Transportation, and Subsistence; 10 U.S.C. 135, Under Secretary of Defense (Comptroller); 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 37 U.S.C. 463, Programs of Compliance, Electronic Processing of Travel Claims; DoD Directive 4500.09E, Transportation and Traffic Management; DoD Directive 5100.87, Department of Defense Human Resources Activity (DoDHRA); DoD Instruction 5154.31, Commercial Travel Management; DoD Financial Management Regulation 7000.14-R, Vol. 9, Travel Policy; DoD 4500.9-R, Defense Transportation Regulation (DTR), Parts I-V; DoD Instruction 1100.13, Surveys of DoD Personnel; The Joint Federal Travel Regulation (Vol. 1) (Uniformed Service Members); The Joint Travel Regulation (Vol. 2) (Department of Defense Civilian Personnel); 41 C.F.R. 300-304, Federal Travel Regulation System; and E.O. 9397 (SSN), as amended.
PRINCIPAL PURPOSE(S): To provide website registered users an online customer support site for submitting inquiries regarding commercial travel within the DoD, including assistance with the Defense Travel System.
ROUTINE USE(S): Disclosure of records are generally permitted under 5 U.S.C. 522a(b) of the Privacy Act of 1974, as amended.
To Federal and private entities providing travel services for purposes of arranging transportation at Government expense for official business. Additional routine uses are listed in the applicable System of Records Notice, DHRA 14 DoD, Commercial Travel Information Management System at: http://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570773/dhra-14-dod/
DISCLOSURE: Voluntary. However, failure to provide requested information may limit DTMO's ability to provide travel assistance.
h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component? (Check all that apply)  Within the DoD Component  Specify.

			Services and Agencies responsible for individuals found to be in areas affected by natural disasters or threatening
X	Other DoD Components	Specify	events; Services and agencies responsible for individuals suspected of fraud and abuse of travel services; Service/ Agency Investigative Offices requesting data in support of
			investigation activities.
x	Other Federal Agencies	Specify	Ad hoc travel reports to other DoD components for reasons
П	State and Local Agencies	Specify	
×	Contractor (Name of contractor and describe the language in the contract that safeguards PII. Include whether FAR privacy clauses, i.e., 52.224-1, Privacy Act Notification, 52.224-2, Privacy Act, and FAR 39.105 are included in the contract.)	Specify	CKA, LLC - FAR privacy clauses 52.224-1, Privacy Act Notification and 52.224-2, Privacy Act are included in the
	Other (e.g., commercial providers, colleges).	Specify	AN INCOME. THE PARTY OF THE PAR
i. Sc	ource of the PII collected is: (Check all that apply and list all information		A SHEET WHEN THE SHEET WAS AND A SHEET AND A SHEET AND
X	Individuals	r systems	
X	Existing DoD Information Systems		Databases
_	Salt Bill's actualized disconnected because that account	X	Commercial Systems
X	Other Federal Information Systems	المينمورية	F. Lravel Policy, DoD 4500.9-R, Detense Louisperoxibe Regu
Def	ense Travel System General Services Administration data reposi-	itory, cor	nmercial systems (Global Distribution System, Citi)
j. Ho	w will the information be collected? (Check all that apply and list all C	Official For	m Numbers if applicable)
	E-mail	П	Official Form (Enter Form Number(s) in the box below)
	Face-to-Face Contact		Paper
	Fax		
			Telephone Interview
X	Information Sharing - System to System	X	Website/E-Form
	Other (If Other, enter the information in the box below)	our brief and	The State of the State of the Control Numbers collection of
		to facilities	(Yookdures for DoD Public Information Collections (8) If Personal Terroria On data for Tro-60 and/or 30 day notice w
k. D	oes this DoD Information system or electronic collection require a l	Privacy A	ct System of Records Notice (SORN)?
A Pr		tion contain	ns information about U.S. citizens or lawful permanent U.S. residents that
If "Y	es," enter SORN System Identifier DHRA 14 DoD		_
	DHRA 14 DOD		
SOR Priva	RN Identifier, not the Federal Register (FR) Citation. Consult the DoD Co acy/SORNs/ or	omponent i	Privacy Office for additional information or http://dpcld.defense.gov/
If a	SORN has not yet been published in the Federal Register, enter date of sion (DPCLTD). Consult the DoD Component Privacy Office for this date	submissio e	n for approval to Defense Privacy, Civil Liberties, and Transparency
If "N	No," explain why the SORN is not required in accordance with DoD Regu	lation 540	0.11-R: Department of Defense Privacy Program.
I. Wh	at is the National Archives and Records Administration (NARA) app the system or for the records maintained in the system?	proved, pe	nding or general records schedule (GRS) disposition authority
(1)	) NARA Job Number or General Records Schedule Authority.	S 9, Item	3a (N1-GRS-91-3, Item 3a.)
(2)	) If pending, provide the date the SF-115 was submitted to NARA.		
*			

Destruction: Temporary, Cut off annually, Destroy 6 years after cut off.  m. What is the authority to collect information? A Federal law or Executive Order must authorize the collection and maintenance of a system of records, the collection or maintenance of the PII must be necessary to discharge the requirements of a statu e Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be similar.  (1) If it is SORN does not apply, eith be authority for this DoD Information system or electronic collection to collect, use, maintain and/or disseminate PII.  (If multiple authorities are clied, provide at that apply).  (a) Cite the specific provisions of the statular and/or 6 Di nat authorizes the operation of the system and the collection of PIII.  (b) If direct statutory authority or an Executive Order does not exist, indirect statutory authority may be cited if the authority requires the operation or authorise ratio of a program, the execution of which will require the collection and maintenance of a system of excords.  (c) If direct or indirect authority does not exist, DoC 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 DoC Components must be identified.  5 U.S.C. Chapter 57, Travel, Transportation, and Subdistance; 10 U.S.C. 135, Under Secretary of Defense Computulery, 10 U.S.C. 136, Under Secretary, 10 U.S.C. 136, Under Secretary, 10 U.S.C. 136, Under Se	(3) Retention Instructions.	Services and
records. For PII not collected or maintained in a system of records, the collection or maintenance of the PII must be necessary to discharge the requirements of a statue or Executive Order.  (1) If this cystem has a Privacy Act SCRN, the authorities in this PIN and the origing Privacy Act SCRN should be similar.  (2) If a SCRN does not apply, che 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) Cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.  (b) If direct statutory authority or an Executive Order does not exist, indirect statutory authority may be cited if the authority requires the operation or administration of a program, the execution of which will require the collections and maintenance of a system of records.  (c) If direct or indirect authority does not exist. DoD Components can use their general statutory grants of authority (criterian housekeeping) as the primary authority. The requirement, directive, or instruction implementing the statute within the DOD Component must be identified.  5 U.S.C. Chapter 57, Travel, Transportation, and Subsistence; 10 U.S.C. 135, Under Secretary of Defense (Comptroller); 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 37 U.S.C. 463, Programs of Compliance, Electronic Processing of Travel Claims DOD Directive 4500.09; Transportation and Authorities and the Collection of Processing of Travel Claims DOD Directive 4500.09; Transportation and Authorities and Author	Destruction: Temporary, Cut off annually, Dest	roy 6 years after cut off.
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Under Secretary of Defense for Personnel and Readiness; 37 U.S.C. 463, Programs of Compliance, Electronic Processing of Travel Claims DoD Directive \$100.09E, Transportation and Traffic Management; DoD Directive \$100.87, Department of Defense Human Resources Activity (DoDHRA); DoD Instruction \$154.31, Commercial Travel Management; DoD Financial Management Regulation 7000.14-R, Vol 9, Travel Policy; DoD \$4500.9-R, Defense Transportation Regulation (DTR), Parts I-V; DoD Instruction \$1100.13, Surveys of DoD Personn The Joint Federal Travel Regulation (Vol. 1) (Uniformed Service Members); The Joint Travel Regulation (Vol. 2) (Department of Defense Civilian Personnel); 41 C.F.R. 300-304, Federal Travel Regulation System; and E.O. 9397 (SSN), as amended.  n. Does this DoD Information system or electronic collection have an active and approved Office of Management and Budget (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 □ □ Pending  (1) If "Yes," list all applicable OMB Control Numbers, collection titles, and expiration dates.  (2) If "No," explain why OMB approval is not required in accordance with DoD Manual 8910.01, Volume 2, "DoD Information Collections Manual: Procedures for DoD Dublic Information Collections."  (3) If "Pending," provide the date for the 60 and/or 30 day notice and the Federal Register citation.  70704-0377, "Defense Travel System," September 30, 2021		
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0704-0577, "Defense Travel System," September 30, 2021	collect data from 10 or more members of the public X Yes	c in a 12-month period regardless of form or format.  Deers, collection titles, and expiration dates.  During the series of form or format.
A Privace Act Scribe is countried the efformation involves as attenuents, obtained about U.S. obtained of levelue as therefore it is separated in the efformation of the effective and power of the effective and		
Prince of the BOPN System standard (TO SERVA) Continued to the Company Office for adminishing integration of impringed defends good for a sound of the Company Office of the Com	0704-0577, "Defense Travel System," Septemb	er 30, 2021
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for the system of for the minute materialism in the system?  The MARK see Number to Consent Record Schedule Authorsy  FIRST Transfer to Interest Record Schedule Authorsy		

Propries contraction ACC previous	oca arti n	SECTION 2: PII RISK RE	VIEW	NES em form to element the unit of the SSE	
a. What PII will be collected (a data element	alone or i	n combination that can uniquely is	dentify an individu	al)? (Check all that apply)	
Biometrics	×	Birth Date	-	X Child Information	
Citizenship	F	Disability Information		X DoD ID Number	
Driver's License	一百	Education Information		Emergency Contact	
Employment Information	X	Financial Information	5	X Gender/Gender Identification	
X Home/Cell Phone		Law Enforcement Information	y to chotocylithm)	Legal Status	
X Mailing/Home Address		Marital Status	Ī	Medical Information	
Military Records		Mother's Middle/Maiden Name		X Name(s)	
X Official Duty Address	×	Official Duty Telephone Phone	Ī	X Other ID Number	
X Passport Information	X	Personal E-mail Address	Ī	Photo	
Place of Birth	X	Position/Title		Protected Health Information (PHI) <sup>1</sup>	
Race/Ethnicity	X	Rank/Grade		Religious Preference	
Records		Security Information	M-Carlot Super	Social Security Number (SSN) (Full or in any form)	
Work E-mail Address	x	If Other, enter the information in		_ <i>lomy</i>	
				and the Defense Travel System (DTS): travel	
budget information, commitment of travel funds, records of actual payment of travel funds and supporting documentation.  For repository records of foreign national civilians on invitational travel orders: Foreign Identification (ID) Number or Individual Taxpayer ID Number.  Employment information includes duty station information, title/rank, civilian/military status information; Spouse and child information includes name, date of birth, passport number; Other ID number includes DoD ID Number, Passport number, Foreign Identification Number, Individual Taxpayer Identification Number, Frequent Flyer Number; Financial information includes government and/or personal charge card account numbers and expiration information, personal checking and/or savings account numbers, government accounting code/budget information, government travel charge card transactions; Other includes specific trip information to include travel itineraries (includes dates of travel) and reservations, trip record number, trip cost estimates, travel vouchers, travel-related receipts, travel document status information, travel budget information, commitment of travel funds, records of actual payment of travel funds, and supporting documentation.  If the SSN is collected, complete the following questions.  (DoD Instruction 1000.30 states that all DoD personnel shall reduce or eliminate the use of SSNs wherever possible. SSNs shall not be used in spreadsheets, hard copy lists, electronic reports, or collected in surveys unless they meet one or more of the acceptable use criteria.)  (1) Is there a current (dated within two (2) years) DPCLTD approved SSN Justification on Memo in place?					
Yes X No  If "Yes," provide the signatory and date a	pproval l	f "No " explain why there is no SS	SN Justification Me	emo	
SSN Justification Memo from 2014 is in p					
and the state of t	nace. The	nest version pending approva			
(2) Describe the approved acceptable use in accordance with DoD Instruction 1000.30 "Reduction of Social Security Number (SSN) Use within DoD".					
Legacy System Interface Interaction With Financial Institutions		I to de strate en la constitución de la constitució		arted action colored more against factorities as fact to	
Social Security Number (SSN) Use wi	thin DoD"	www.noi.euch.edig earlied fight		ce with DoD Instructoin 1000.30, "Reduction of	
DTMO's system does not display SSN or partial SSN on any publicly accessible content. DTMO will migrate away from SSN usage once the feeding systems are able to do so.					
		hw 1227 1	and the second	the site annual systems on annual pro-	

	The second secon	1088		A18850-050 T-00		
(4) Has a plan to eliminat	e the use of the SSN or mitigate	e its use a	ind or	visibility b	een identified in the ap	proved SSN Justification request?
If "Yes," provide the u	inique identifier and when can i	be elimin	ated?			
If "No," explain.						
Yes X No						
L 169 V NO	Inc. I was proposed by 1			with the same	Laurence III	annest Court
				ems mig	ate to an alternate is	dentifier. To-date, no such plan has been
conveyed to the DTMO fro	om any of the applicable so	irce syst	ems.			manual (1 this ) control (1)
h 10/h a4 ia 4h a Dil 6 i 4i	12. 1. 120 [	٦.			me genta III	many bear or the Appelliant (2)
b. What is the PII confidentia	airty impact level?	Low	X	Moderate	High	
<sup>1</sup> The definition of PHI involves evaluating of	conditions listed in the HIDAA. Consult will	h Canaral Ca	unnal ta	maka this d	termination	
,						confidentiality impact level to apply the appropriate Privacy Overlay
low, moderate, or high. This activity may b	e conducted as part of the categorization	exercise that	occurs i	under the Ris	k Management Framework (R	RMF). Note that categorization under the RMF is typically in the PIA table. Determining the PII confidentiality impact level is
most effective when done in collaboration value information System Security Officer (ISSO)	with the Information Owner, Information S	ystem Owner	, Informa	ation System	Security Manager, and repres	sentatives from the security and privacy organizations, such as the
	Product Constraint Constraint Product Science Constraint Constrain	,, (000) / 01	ucaigne			
c. How will the PII be secure						
(1) Physical Controls. (Ch	eck all that apply)					
Cipher Locks				X	Closed Circuit TV (	CCTV)
Combination Locks				X	Identification Badge	es no malgreen bacteri que, emprenero bero.
X Key Cards				X	Safes	
X Security Guards					If Other, enter the in	nformation in the box below
Records are stored on secur	re military installations	nn y rei		JEW III		
20						lisicHHAAVAA II.
and the local field follows. I have been						Charles and the last two blooms at the entire beautiful
(2) Administrative Controls	(Chack all that apply)	2010	77 40		man All Indiana and	Marie Alectric No. of the state
(2) Administrative Controls						
Backups Secured Off						
x Encryption of Backup						
A STATE OF THE PARTY OF THE PAR	nly Authorized Personnel Acce	ss to PII			summer discourages	
Periodic Security Aud						
	f Users' Security Practices					
If Other, enter the info	ormation in the box below					
Visitor registries						
contractive extent or far in						ne contrat ten acome a 1901 material and active
						a complete at the second of th
	Section of the sectio	is not not in	COM(m)	. Wyski pa	ather than a sec	VIOLENCE CONTROL CONTROL TO THE PROPERTY OF THE
(3) Technical Controls. (0	Check all that apply)					
Biometrics	X	Commor	Acce	ss Card (	CAC)	DoD Public Key Infrastructure Certificates
Encryption of Data at I	Rest	Encryption	on of E	Data in Tra	ınsit	X External Certificate Authority Certificates
X Firewall	X	Intrusion	Detec	ction Syste	em (IDS)	X Least Privilege Access
X Role-Based Access C	ontrols	Used Or	ly for I	Privileged	(Elevated Roles)	X User Identification and Password
X Virtual Private Network	k (VPN)	If Other,	enter t	the inform	ation in the box below	
York memoral (MSE) and						non videoperate morrows on administ 161
						subtract evalves cause to
						Tripo service Weste Frequency concerns
d. What additional measures	s/safeguards have been put it	n place to	addr	ess priva	cy risks for this infor	mation system or electronic collection?
						tion system is secured with the use of key
						cured off-site, encryption of backups,
						toring of users' security practices, visitor
						(VPN), common access card (CAC,
						rtificates, external certificate authority
	access, and user identificati				.,	
L	,					