

Billing Code:

DEPARTMENT OF DEFENSE
Department of the Army
Docket ID:

Privacy Act of 1974; System of Records

AGENCY: Office of the Secretary of Defense, DoD.

ACTION: Notice to add a New System of Records.

SUMMARY: The Department of the Army proposes to add a new system of records, A0 1000.21, OAA DoD, entitled "Visa Passport Automated System (VPAS)," to its inventory of record systems subject to the Privacy Act of 1974, as amended.

The system will track and provide real time status on the processing of no-fee passport and visa applications for all military and government civilian personnel and eligible dependent family members.

DATES: Comments will be accepted on or before Comments were accepted on or before 28 April 2015. This proposed action will be effective the day following the end of the comment period unless comments are received which result in a contrary determination.

ADDRESSES: You may submit comments, identified by docket number and title, by any of the following methods:

* Federal Rulemaking Portal: <http://www.regulations.gov>. Follow the instructions for submitting comments.

* Mail: Federal Docket Management System Office, 4800 Mark Center Drive, East Tower, 2nd Floor, Suite 02G09, Alexandria, VA 22350-3100.

Instructions: All submissions received must include the agency name and docket number for this Federal Register document. The general policy for comments and other submissions from members of the public is to make these submissions available for public viewing on the Internet at <http://www.regulations.gov> as they are received without change, including any personal identifiers or contact information.

FOR FURTHER INFORMATION CONTACT: Ms. Tracy Rogers, Department of the Army, Privacy Office, U.S. Army Records Management and Declassification Agency, 7701 Telegraph Road, Casey Building, Suite 144, Alexandria, VA 22315-3827 or by phone at 703-428-7499.

SUPPLEMENTARY INFORMATION: The Office of the Secretary of Defense notices for systems of records subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended, have been published in the Federal Register and are available from the address in FOR FURTHER INFORMATION CONTACT or at <http://dpclld.defense.gov/>.

The proposed system report, as required by 5 U.S.C. 552a(r) of the Privacy Act of 1974, as amended, was submitted on **INSERT DATE**, to the House Committee on Oversight and Government Reform, the Senate Committee on Governmental Affairs, and the Office of Management and Budget (OMB) pursuant to paragraph 4c of Appendix I to OMB Circular No. A-130, "Federal Agency Responsibilities for Maintaining Records About Individuals," dated February 8, 1996 (February 20, 1996, 61 FR 6427).

Dated:

Aaron Siegel
Deputy OSD Federal Register Liaison Officer, Department of
Defense

DEPARTMENT OF DEFENSE
Department of the Army
Narrative Statement on a New System of Records
Under the Privacy Act of 1974

1. System identifier and name: A0 1000.21, OAA DoD, entitled "Visa Passport Automated System (VPAS)."

2. Responsible official: Dr. Toye Y. Latimore, Director, Logistics Services Washington (LSW), 9301 Chapek Road, Bldg. 1458, Fort Belvoir, VA 22060-1298, telephone: 703-614-3767.

3. Purpose of establishing the system: The Department of the Army is proposing to establish a new system of records that will track and provide real time status on the processing of no-fee passport and visa applications for all military and government civilian personnel and eligible dependent family members.

4. Authority for the maintenance of the system: 10 U.S.C. 113, Secretary of Defense; 32 CFR part 46, Passport and Passport Agent Services; and DoD 1000.21-R, Passport and Passport Agent Services Regulation; and E.O. 9397 (SSN), as amended.

5. Provide the agency's evaluation on the probable or potential effects on the privacy of individuals: The Army reviewed the safeguards established for the system to ensure they are compliant with DoD requirements and are appropriate to the sensitivity of the information stored within the system.

6. Is the system, in whole or in part, being maintained, collected, used or disseminated by a contractor?
Yes.

7. Steps taken to minimize risk of unauthorized access: Records are kept in a secure and controlled area Access to the system is CAC protected and is restricted to authorized personnel. The application is scanned for vulnerabilities by the Army/OAA/ITA Enterprise Information & Mission Assurance Organization. Paper records are maintained for 12 months. At the end of the retention period they are cross shredded and transported to a DoD approved burn facility.

8. Routine use compatibility: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, the records contained herein may be disclosed

outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

To the Department of State for the issuance of a no-fee passport, a Status of Forces Agreement (SOFA) stamp.

To Foreign embassies to obtain a foreign entry visa.

To a Federal, State, local, tribal government or foreign agency as a routine use in response to such an agency's request for information arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, if necessary, and only to the extent necessary, to enable such agency to discharge its responsibilities of enforcing or implementing the statute.

Any release of information contained within this system of records outside of the DoD will be compatible with the purpose for which the information is collected and maintained.

The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems of records notices may apply to this system as appropriate. The complete list of DoD blanket routine uses can be found online at:
<http://dpcl.d.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>

9. OMB information collection requirements:

OMB collection required: Yes.

OMB Control Number: Pending.

Date Approved or Submitted: The notice of proposed collection was published in the Federal Register on February 27, 2015 (Vol 80, No. 39).

Expiration Date (if approved): Comment period ended 28 April 2015. No comments were received.

Provide titled of any information collection requests (e.g., forms and number, surveys, interviews scripts, etc.) contained in the systems of records. DD Form 1056 Authorization to apply for a No-fee Passport and/or Request for Visa; Department of State forms: Passport Application / Registration (DS-11), Application for Passport by Mail (DS-82), Birth Affidavit (DS-10), Affidavit Regarding Change of Name (DS-60), Statement of Consent: Issuance of a Passport to a Minor Under Age 16 (DS-3053), Application for Additional Visa Pages (DS-4085), and No-Fee

Passport Application Transmittal (DS-7691).

If collecting on members of the public and no OMB approval is required, state the applicable exception(s):

10. Title of IT System: Visa Passport Automated System (VPAS)

System ID: A0 1000.21, OAA DoD

System name:
Visa Passport Automated System (VPAS).

System location:
Logistics Services Washington (LSW), 9301 Chapek Road, Bldg. 1458, Fort Belvoir, VA 22060-1298.

Categories of Individuals:
This applies to ALL U.S. citizen military (active duty- reserve) and civilian personnel and their family members eligible for a no-fee passport and/or visa. Eligibility is determined by U.S. citizenship and passport or visa requirements outlined in the DoD Foreign Clearance Guide. Family members must be authorized to accompany the sponsor on official travel orders.

Categories of records in the system:
The following information is recorded in the system: Full name, date of birth, sponsor's name and Social Security Number (SSN), the destination, the travel date, the no-fee passport number, issue and expiration date, the purpose of travel, assignment type and duration of assignment, and date the passport is required, as collected on the DD Form 1056 (Authorization to apply for a No-fee Passport and/or Request for Visa).

Authority for maintenance of the system:
10 U.S.C. 113, Secretary of Defense; 32 CFR part 46, "Passport and Passport Agent Services"; and DoD 1000.21-R, "Passport and Passport Agent Services Regulation"; and E.O. 9397 (SSN), as amended.

Purpose(s):
The purpose of this system is to track and provide real time

status on the processing of no-fee passport and visa applications for all U.S. citizen military (active duty- reserve) and civilian personnel and their family members eligible for a no-fee passport.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b) (3) as follows:

To the Department of State for the issuance of a no-fee passport, a Status of Forces Agreement (SOFA) stamp, or to Foreign Embassies to obtain a foreign entry visa.

To a Federal, State, local government or foreign agency as a routine use in response to such an agency's request for information arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, if necessary, and only to the extent necessary, to enable such agency to discharge its responsibilities of enforcing or implementing the statute.

The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems of records notices may apply to this system. The complete list of DoD blanket routine uses can be found online at:

<http://dpcl.d.defense.gov/Privacy/SORNSIndex/BlanketRoutineUses.aspx>

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Electronic storage media and paper records. Paper records are stored in a secure area accessible to authorized personnel only and in cabinets, which are locked at the end of each business day. Paper records are maintained for 1 one year. At the end of the retention period they are cross shredded and transported to a DoD approved burn facility.

Retrievability:

Full name, date of birth, passport number, sponsor's SSN, telephone number, email, and signature.

Safeguards:

The Application and Database are hosted in a server farm that provides enterprise network services for HQDA, called the HEN. The HEN accreditation process includes provisions for physical and information security to guarantee compliance with Army and appropriate security regulations, with final accreditation authority from the Army CIO/G6. Records are kept in a secure and controlled area, and accessible only to authorized personnel. Access to the system is CAC protected and is restricted to authorized personnel. The application is scanned for vulnerabilities by the Army/OAA/ITA Enterprise Information & Mission Assurance Organization and approved for operations after they are assessed to be safe and secure. The Applications log of system provides user IDs for various user transactions. This information is maintained in the Database, and available to authorized System Administrators. The Database is backed up on a daily basis.

Retention and disposal:

Disposition pending until the National Archives and Records Administration has approved retention and disposition of these records, treat as permanent.

System manager(s) and address:

Division Chief, Logistics Services Washington, Travel Services Division, 9301 Chapek Road, Bldg. 1458, Fort Belvoir, VA 22060-1298.

Notification procedure:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to Logistics Services Washington (LSW), 9301 Chapek Road, Bldg. 1458, Fort Belvoir, VA 22060-1298.

The requester should provide full name, mailing address, date of birth, passport number, sponsor's SSN, telephone number, email, and signature.

In addition, the requester must provide a notarized statement or an unsworn declaration made in accordance with 28 U.S.C. 1746, in the following format:

If executed outside the United States: 'I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on (date). (Signature).'

If executed within the United States, its territories, possessions, or commonwealths: 'I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct. Executed on (date). (Signature).'

Record access procedures:

Individuals seeking access to information about themselves, contained in this system should address written inquiries to Director, Logistics Services Washington (LSW), 9301 Chapek Road, Bldg. 1458, Fort Belvoir, VA 22060-1298.

The requester should provide full name, mailing address, date of birth, passport number, sponsor's SSN, telephone number, email, and signature.

In addition, the requester must provide a notarized statement or an unsworn declaration made in accordance with 28 U.S.C. 1746, in the following format:

If executed outside the United States: 'I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on (date). (Signature).'

If executed within the United States, its territories, possessions, or commonwealths: 'I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct. Executed on (date). (Signature).'

Contesting record procedures:

The Army's rule for accessing records, contesting contents, and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

Record source categories:

From the individual; DD Form 1056, "Authorization to apply for a no-fee passport or request for visa"; and Department of State forms Passport Application / Registration (DS-11), Application for Passport by Mail (DS-82), Birth Affidavit (DS-10), Affidavit Regarding Change of Name (DS-60), Statement of Consent: Issuance of a Passport to a Minor Under Age 16 (DS-3053), Application for Additional Visa Pages (DS-4085), and No-Fee Passport Application Transmittal (DS-7691).

Exemptions claimed for the system:

None.

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