



PRIVACY IMPACT ASSESSMENT (PIA)

For the

Visa Passport Automated Systems (VPAS)

Logistics Services Washington (LSW), Army Headquarters Services (AHS)

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.

10 U.S.C. 113, Secretary of Defense; DoD 1000.21-R, Passport and Passport Agent Services Regulation; and E.O. 9397 (SSN), as amended.

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 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 personnel (active duty- reserve) and civilian employees and their family members eligible for a no-fee passport.

The types of PII that are collected: Applicants Full name, applicants date of birth, applicants place of birth, sponsor's full name, sponsors full name, sponsors military rank/civilian grade, sponsors SSN, sponsors current home address, sponsors email address, sponsors home and office phone number country of travel (destination), travel date, type of passport requested: (official, military dependent, diplomatic, no-fee regular) no-fee passport number, issue and expiration date, the purpose of travel, assignment type, duration of assignment, date the passport is required and physical mailing address.

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

Individual personal data is collected for the purpose of processing Official US Passports. The web site is CAC enabled and further restricted by requiring three unique data elements: CAC must be on file, unique Department of State issued agent ID and having the agent ID affiliated to a specific Department of State issued facility ID. Prospective new agents must provide command affidavit and proof of US citizenship before access is provided to apply for training.

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.

Department of the US Army, US Air Force, US Navy and Marine Corp military and federal civilian employees certified and approved Passport Agents (PA) as authorized and designated by the both the DoD Passport and Visa Office and Department of State.

Other DoD Components.

Specify.

Defense Information Systems Agency (DISA), Defense Intelligence Agency (DIA), Defense Logistics Agency (DLA) and Defense Threat Reduction Agency (DTRA) military and federal civilian employees certified and approved Passport Agents (PA) as authorized and designated by the both the DoD Passport and Visa Office and Department of State.

Other Federal Agencies.

Specify.

Department of State for the issuance of of No-Fee passports and Status of Forces Agreement (SOFA) Stamp

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.

Foreign Embassies /Consulates to obtain a foreign entry visa for official designated travel

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.

Passport agent informs the applicant that they can opt to not provide the required PII in the Department of State forms and for the Department of Defense Form 1056 while applying for the passport or visa in the Department of State authorized DoD Passport Acceptance Facility. The applicant is notified that failure to provide the required information may be grounds to deny the passport and/or visa. All data being collected is in support of DOD mission requirements and Department of State per 22 CFR 51.23 among other Department of State regulatory guidance outline in 7 FAM 1300.

(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 the appropriate Department of State form(s) and the Department of Defense Form 1056 they consent to the use of the PII for official Department of State and Department of Defense use to process the passport application.

(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.

PRIVACY ACT STATEMENT INSTRUCTIONS

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

PRINCIPAL PURPOSE(S): To provide authority for the issuance of a "No-fee" passport and/or foreign visa(s). In processing, the Social Security Number is used to identify and verify the identity of the applicant or sponsor. The applicable system of record notice is A0 1000.21 OAA DoD, Visa Passport Automated System (VPAS), and can be found at:

ROUTINE USES: 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>.

DISCLOSURE: Providing your Social Security Number and other information on this form is voluntary, but failure to provide your Social Security Number or other information requested on this form may result in processing delays or denial of your application.

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.