

DEPARTMENT OF DEFENSE
Office of the Secretary of Defense
Narrative Statement for a Modified System of Records
Under the Privacy Act of 1974

1. System identifier and name: Defense Travel System, DMDC 28 DoD.

2. Nature of the changes proposed for the system: DTS provides an enterprise-wide travel system to process official travel requests for Department of Defense (DoD) personnel and other individuals who travel pursuant to DoD travel orders; to provide for the reimbursement of travel expenses incurred by individuals while traveling on official business; and to create a tracking system whereby DoD can monitor the authorization, obligation, and payment for such travel. It also provides the capability for military dependents and visitors such as foreign nationals to travel. The system centralizes the authorization, reservation, and voucher operations to give DoD travelers a seamless process to implement temporary duty (TDY) and other travel orders.

DTS includes a business intelligence tool and archive that provide a repository for reporting and archiving travel records and can be used to satisfy reporting and records management requirements. It is used to analyze travel and budgetary trends, respond to requests for data related to travel, and detect fraud and abuse.

The DTS modernization effort evaluates more modern technology, common practices of the travel industry, and the feasibility of a commercial travel product to make DoD travel operations more efficient. It will only include limited personally identifiable information of a small set of Federal Government employees, which reduces the overall risk of PII exposure. The Social Security Number (SSN) is not being used in the DTS modernization effort.

The Office of the Secretary of Defense proposes to modify this system of records by changing the following sections: system identifier; system location; system managers; the authority for maintenance of the system; the purpose(s); categories of individuals; categories of records; record source categories; routine uses, retrievability, retention and disposal; safeguards; record access procedures; contesting record procedures, and notification procedure.

3. Specific authority under which the system of records is maintained: 5 U.S.C. 57, Travel, Transportation, and Subsistence; 41 CFR 300 - 304, The Federal Travel Regulation (FTR); DoD Directive (DoDD) 5100.87, Department of Defense Human Resources Activity; DoD Instruction 5154.31, Volume 3, Commercial Travel Management: Defense Travel System (DTS); DoD Financial Management Regulation 7000.14-R, Vol. 9, Defense Travel System Regulation, current edition; DoDD 4500.09E, Transportation and Traffic Management; Defense Transportation Regulation 4500.9-R, Defense Transportation Regulation, Parts I, Passenger Movement, II, Cargo Movement, III, Mobility, IV, Personal Property, V, Customs, current edition; Joint Federal Travel Regulations, Uniformed Service Members and DoD Civilian Employees; and E.O. 9397 (SSN), as amended.

4. Provide the agency's evaluation on the probable or potential effects on the privacy of individuals: In reviewing this SORN, the Defense Manpower Data Center (DMDC) carefully reviewed the safeguards established for the system to ensure they are compliant with DoD's requirements and are appropriate to the sensitivity of the information stored within this system. Any specific routine uses have been reviewed to ensure the minimum amount of personally identifiable information is provided, and if applicable, a data use agreement has been established. The DMDC recognizes the sensitive nature of the information collected and/or stored within this system of records and has considered this in developing the system and implemented ways to minimize any potential effects to the individuals on whom records might be retained.

5. Routine use compatibility: The routine uses are consistent with the purpose for which the information was collected and have been determined to be necessary and proper.

Routine use (a) is compatible with the purpose of the collection because it allows DTS to share with Federal and private entities who provide travel services for those individuals authorized to travel at government expense on official business.

Routine use (b) is compatible with the purpose of the collection because sharing with the Internal Revenue Service provides them with the information on travel allowances that are subject to federal income tax.

Routine use (c) is compatible with the purpose of the collection because banking establishments must confirm billing and expense data for to provide the reimbursement of travel expenses incurred by individuals while on official business travel.

Routine use (d) is compatible with the purpose of the collection because it allows for sharing of information to contractors that are performing or working on contract for the DTS business intelligence tool, archive, and the modernization effort.

Routine uses (e) through (m) are standard routine uses commonly listed in DoD and other Federal agency System of Records Notices.

Routine uses (n) and (o) are in response to the Office of Management and Budget (OMB) requirement in OMB M-17-12 to respond appropriately to a breach of personally identifiable information in this system of records or, as appropriate, to assist another Federal agency or entity in its response to a breach.

6. OMB information collection requirements:

OMB collection required: Yes

OMB Control Number: 0704-AAEF

Title of collection if other than #10: N/A

Date Approved or Submitted: N/A

Expiration Date: N/A

Information Required by DPCLTD (Not required by OMB)

7. Is the system, in whole or in part, being maintained by a contractor? Yes.
8. Name of IT system (state NONE if paper records only): Defense Travel System (DTS), DITPR ID# 125.