

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

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

2. Nature of proposed modifications for the system: The Secretary of the Army is designated as the DoD Executive Agent for oversight and administration of the DoD's Passport and Passport Agent Services. As such, the Army ensures DoD passport and passport agent services are available to all DoD employees through designated DoD passport agents worldwide. DoD employees and eligible family members traveling outside the United States on official travel to a foreign country requiring a U.S. passport are entitled to a Government issued (no-fee) passport and/or visa as specified in 22 U.S.C. 214, Fees for execution and issuance of passports; persons excused from payment. All information collected in this system of records (regardless of media) is required to comply with Department of State policies and regulations for processing Government passports and visas. The Visa Passport Automated System (VPAS) is the DoD enterprise system used to track and manage applications submitted for Government issued passports and visas when required. All DoD records pertaining to Government issued passports and visas are maintained in accordance with this system of records notice.

In addition to formatting changes to comply with OMB Circular No. A-108, this notice reflects significant changes to the system number, the authorities, purpose, categories of individuals, categories of records, record sources, routine uses, retention and disposal, safeguards, access procedures, contesting procedures and notification procedures. Specifically, this notice reflects major changes to the categories of individuals and categories of records by expounding on and clarifying the information collected by VPAS. In addition, the policies and practices for retention and disposal of records has been updated to reflect the retention schedule approved by the National Archives and Records Administration (NARA). The authorities have been expanded to specify the sections of the United States Code that allows the DoD to establish and maintain this system of records. In addition, the DoD applicable DoD Routine Uses have been incorporated in the notice to provide clarity for the public. All other changes to the notice are administrative in nature. The Department of Defense is publishing this notice in its entirety as a supersession of all previous versions. A summary of changes has been submitted with this SORN as supplementary information.

3. Specific authority under which the system of records is maintained: 10 U.S.C. 113, Secretary of Defense; 22 U.S.C. 211a, Authority to grant, issue, and verify passports; 22 U.S.C. 213, Application for passport; verification by oath of initial passport; 22 U.S.C. 214, Fees for execution and issuance of passports; persons excused from payment; 26 U.S.C. 6039E, Information concerning resident status; DoD Directive 1000.21E, DoD Passport and Passport Agent Services; DoD Manual O-1000.21, Passport and Passport Agent Services; and E.O. 9397 (SSN), as amended.

4. Evaluation of the probable or potential effect on the privacy of individuals: The Department of the Army reviewed the safeguards established for this system of records to ensure they are compliant with DoD requirements and are applicable to the sensitivity of the information stored within the system. To mitigate the risk of inadvertent exposure or release of personal information, the VPAS information technology system is fully compliant with the Risk Management Framework. Records existing in other media forms are protected in accordance with policies in DoD Manual 5200.01, Volume 4, DoD Information Security Program: Controlled Unclassified Information (CUI). Based on the implemented safeguards the risk to an individuals' privacy has been determined to be minimal.

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 this collection because it would permit necessary and proper uses by enabling disclosures to the Department of State to process and issue no-fee passports and Status of Forces Agreement (SOFA) stamps under the authority of 22 U.S.C. 214, Fees for execution and issuance of passports; persons excused from payment.

Routine use (b) is compatible with the purpose of this collection because it would permit necessary and proper uses by enabling disclosures to foreign embassies as required to process foreign entry visas under the authority of 22 U.S.C. 214, Fees for execution and issuance of passports; persons excused from payment.

Routine use (c) is compatible with the purpose of this collection because it would permit necessary and proper uses by enabling disclosures to Federal, State, local government or foreign agency to respond to inquiries as required by law and necessary to enforce or implement the statute.

Routine use (d) is compatible with the purpose of this collection because it would permit necessary and proper uses by enabling disclosures of information to contractors to perform agency functions related to processing government issued visas and passports.

Routine uses (e) is compatible with the purpose of this collection because it would permit necessary and proper uses by enabling disclosures in furtherance of authorized law enforcement functions.

Routine uses (f) and (g) are compatible with the purpose of this collection because they would permit necessary and proper uses by enabling disclosures of relevant and necessary information in pending or potential litigation or proceedings.

Routine use (h) is compatible with the purpose of this collection because it would permit necessary and proper uses of transferring agency records to the National Archives.

Routine use (i) is compatible with the purpose of this collection because it would

permit necessary and proper uses by enabling disclosures to Members of Congress and congressional staff when acting on behalf of the individual in addressing constituent matters.

Routine use (j.) and (k) are compatible with the purpose of this collection because they would permit necessary and proper uses. These routine uses are in response to the Office of Management and Budget Memorandum 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 (if approved): 0702-0134

Title of Collection: Authorization To Apply For A No-Fee Passport And/Or Request For Visa

Date Submitted to OMB if pending:

Expiration Date (if approved): May, 30, 2022

*Provide titles of any information collection requests (e.g., forms and number, surveys, etc.) contained in the systems of records: DD Form 1056, Authorization to Apply for a 'Non-Fee' Passport and/or Request for Visa*

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

Information Required by DPCLTD: (Not required by OMB)

7. Name of Information Technology (IT) system and DITPR Number: Visa Passport Automated System (VPAS), DITPR #19934

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

**DEPARTMENT OF DEFENSE**

**BILLING CODE:**

**Department of the Army**

**[Docket ID: USA-2019-XXXX]**

**Privacy Act of 1974; System of Records**

**AGENCY:** Department of the Army, DoD.

**ACTION:** Notice of a Modified System of Records.

**SUMMARY:** The Secretary of the Army is designated as the DoD Executive Agent for oversight and administration of the DoD's Passport and Passport Agent Services. As such, the Army ensures DoD passport and passport agent services are available to all DoD employees through designated DoD passport agents world-wide. The Visa Passport Automated System (VPAS) is the department's system of record for DoD Passports and Visa applications.

**DATES:** Comments will be accepted on or before **[INSERT 30 DAYS FROM DATE OF PUBLICATION IN THE FEDERAL REGISTER]**. This proposed action will be effective the date 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: Department of Defense, Office of the Chief Management Officer, Directorate of Oversight and Compliance, 4800 Mark Center Drive, Mailbox #24, Suite 08D09B, Alexandria, VA 22350-1700.

*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, U.S. Army Records Management and Declassification Agency, ATTENTION: Army Privacy and Civil Liberties Office, 9301 Chapek Road (Building 1458), Fort Belvoir, VA 22060-5605, or by calling 571-515-0248.

**SUPPLEMENTARY INFORMATION:** DoD employees and eligible family members traveling outside the United States on official travel to a foreign country requiring a U.S. passport are entitled to a Government issued (no-fee) passport and/or visa as specified in 22 U.S.C. 214, Fees for execution and issuance of passports; persons excused from payment. All information collected in this system of records (regardless of media) is required to comply with Department of State policies and regulations for processing Government passports and visas. The Visa Passport Automated System (VPAS) is the DoD enterprise system used to track and manage applications submitted for Government issued passports and visas when required. All DoD records pertaining to Government issued passports and visas are maintained in accordance with this system of records notice.

In addition to formatting changes to comply with OMB Circular No. A-108, this notice has been significantly revised. Specifically, this notice reflects major changes to the categories of individuals and categories of records by expounding on and clarifying the information collected by VPAS. In addition, the policies and practices for retention and disposal of records has been updated to reflect the retention schedule approved by the National Archives and

Records Administration (NARA). The authorities have been expanded to specify the sections of the United States Code that allows the DoD to establish and maintain this system of records. In addition, the DoD applicable DoD Routine Uses have been incorporated in the notice to provide clarity for the public. All other changes to the notice are administrative in nature. The Department of Defense is publishing this notice in its entirety as a supersession of all previous versions.

The Department of the Army's notices for system of records subject to the Privacy Act of 1974, as amended, have been published in the Federal Register and are available from the address in FOR FURTHER INFORMATION CONTACT or from the Defense Privacy, Civil Liberties, and Transparency Division website at <http://defense.gov/privacy>.

The proposed systems reports, as required by the Privacy Act, as amended, were submitted on [INSERT DATE], to the House Committee on Oversight and Government Reform, the Senate Committee on Homeland Security and Governmental Affairs, and the Office of Management and Budget (OMB) pursuant to OMB Circular No. A-108, "Federal Agency Responsibilities for Review, Reporting, and Publication Under the Privacy Act," revised December 23, 2016 (December 23, 2016, 81 FR 94424).

Dated:

Aaron Siegel,

Alternate OSD Federal Register Liaison Officer, Department of Defense.

**SYSTEM NAME AND NUMBER:** Visa Passport Automated System (VPAS), A01000.21

OAA DoD

**SECURITY CLASSIFICATION:** Unclassified.

**SYSTEM LOCATION:** Army Headquarters Services (AHS) Directorate of Executive Travel (DET), 9301 Chapek Road Building 1458, Fort Belvoir, VA 22060-1298.

**SYSTEM MANAGER(S):** Division Chief, Army Headquarters Services, Travel Services Division (TSD), 9301 Chapek Road Building 1458, Fort Belvoir, VA 22060-1298.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** 10 U.S.C. 113, Secretary of Defense; 22 U.S.C. 211a, Authority to grant, issue, and verify passports; 22 U.S.C. 213, Application for passport; verification by oath of initial passport; 22 U.S.C. 214, Fees for execution and issuance of passports; persons excused from payment; 26 U.S.C. 6039E, Information concerning resident status; DoD Directive 1000.21E, DoD Passport and Passport Agent Services; DoD Manual O-1000.21, Passport and Passport Agent Services; and E.O. 9397 (SSN), as amended.

**PURPOSE(S) OF THE SYSTEM:** The Visa Passport Automated System (VPAS) is the Department's system of record for DoD Passport and Visa applications. It is used to submit, track, and provide real-time status on the processing of Government issued (no-fee) passport and visa applications for DoD affiliated individuals. Personal data collected in the VPAS is transmitted to the Department of State and/or the appropriate foreign embassy or consulate for approval of the individual's passport or visa. De-identified, aggregate data from VPAS may also be used as a management tool for statistical analysis, tracking, reporting, and evaluating program effectiveness.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** DoD affiliated U.S. citizens who require a no-fee passport or visa to include: Service members (active and reserve), civilian employees, and family members who are eligible to accompany their DoD sponsor on official travel to a foreign country; U.S. citizen DoD contractors who are granted an exception for a no-fee passport by the Department of State Special Issuance Agency; DoD affiliated non-U.S. citizens who require a no-fee visa for official travel (when in the United States or its territories on initiation of the visa request) to include: Service members (active and reserve), civilian employees, and family members who are eligible to accompany their DoD sponsor on official travel to a foreign country.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Personally identifiable information includes: Individual's full name, date of birth, place of birth, no-fee passport number, and DoD sponsor's Social Security Number (SSN). Photograph for passport and identification documents for proof of citizenship (birth certificate or other U.S. issued passport) are collected from the individual and submitted with the application to the Department of State; VPAS does not maintain records of photographs or identification documents in any form (paper or electronic). Other information collected includes: DoD sponsor's unit of assignment and military rank or civilian grade, the individuals home address, personal or work email address, personal and work telephone number, country traveling to, purpose of travel, duty assignment type (permanent or temporary), assignment duration, travel dates, date passport is required, and passport issue and expiration date.

**RECORD SOURCE CATEGORIES:** From the individual; individual's parent for minors; or individual's court-appointed guardian.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING**



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

- a. To the Department of State for the issuance of a no-fee passport and a Status of Forces Agreement (SOFA) stamp under the authority of 22 U.S.C. 214, Fees for execution and issuance of passports; persons excused from payment.
- b. To Foreign Embassies to obtain a foreign entry visa under the authority of 22 U.S.C. 214, Fees for execution and issuance of passports; persons excused from payment.
- c. To a Federal, State, local government or foreign agency 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.
- d. To contractors, grantees, experts, consultants, students, and others performing or working on a contract, service, grant, cooperative agreement, or other assignment for the Federal Government when necessary to accomplish an agency function related to this system of records.
- e. To the appropriate Federal, State, local, territorial, tribal, foreign, or international law enforcement authority or other appropriate entity where a record, either alone or in conjunction with other information, indicates a violation or potential violation of law, whether criminal, civil, or regulatory in nature.

- f. To any component of the Department of Justice for the purpose of representing the DoD, or its components, officers, employees, or members in pending or potential litigation to which the record is pertinent.
- g. In an appropriate proceeding before a court, grand jury, or administrative or adjudicative body or official, when the DoD or other Agency representing the DoD determines that the records are relevant and necessary to the proceeding; or in an appropriate proceeding before an administrative or adjudicative body when the adjudicator determines the records to be relevant to the proceeding.
- h. To the National Archives and Records Administration for the purpose of records management inspections conducted under the authority of 44 U.S.C. §§ 2904 and 2906.
- i. To a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of, and at the request of, the individual who is the subject of the record.
- j. To appropriate agencies, entities, and persons when (1) the DoD suspects or has confirmed that there has been a breach of the system of records; (2) the DoD has determined that as a result of the suspected or confirmed breach there is a risk of harm to individuals, the DoD (including its information systems, programs, and operations), the Federal Government, or national security; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the DoD's efforts to respond to the suspected or confirmed breach or to prevent, minimize, or remedy such harm.
- k. To another Federal agency or Federal entity, when the DoD determines that information from this system of records is reasonably necessary to assist the recipient

agency or entity in (1) responding to a suspected or confirmed breach or (2) preventing, minimizing, or remedying the risk of harm to individuals, the recipient agency or entity (including its information systems, programs and operations), the Federal Government, or national security, resulting from a suspected or confirmed breach.

**POLICIES AND PRACTICES FOR STORAGE OF RECORDS:** Electronic storage media and paper records.

**POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS:** Full name, date of birth, passport number, sponsor's SSN, and/or telephone number.

**POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS:** Records are maintained for two years then immediately destroyed. The records are destroyed by shredding, pulping, macerating, burning or degaussing the electronic storage media.

**ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS:** Paper and electronic records are protected in accordance with policies in DoD Manual 5200.01, Volume 4, DoD Information Security Program: Controlled Unclassified Information (CUI) and DoD Instruction 8510.01, DoD Risk Management Framework (RMF) for DoD Information Technology (IT). Physical entry to record locations is restricted by the use of locks, and is accessible only to authorized personnel with a need-to-know. The system is maintained in controlled facilities that employ physical restrictions and safeguards such as security guards, identification badges, key cards, and locks. Access to personal data is limited to person(s) responsible for maintaining and servicing VPAS data in performance of their official duties and who are properly trained, screened and cleared for a need-to-know. Access to personal data is further restricted by encryption and the use of Common Access Card (CAC). Security Controls

are implemented to provide adequate administrative, technical and physical safeguards in accordance with Risk Management Framework requirements.

**RECORD ACCESS PROCEDURES:** Individuals seeking access to information about themselves, contained in this system should address written inquiries to Division Chief, Army Headquarters Services, Travel Services Division (TSD), 9301 Chapek Road Building 1458, Fort Belvoir, VA 22060-1298. The requester should provide full name, mailing address, date of birth, passport number, telephone number, email, and signature.

In addition, the requester must provide either 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 rules for accessing records, contesting contents, and appealing initial agency determinations are contained in 32 CFR part 310; Army Regulation 25-22, The Army Privacy Program; or may be obtained from the system manager.

**NOTIFICATION PROCEDURES:** Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to Division Chief, Army Headquarters Services, Travel Services Division (TSD), 9301 Chapek Road

Building 1458, Fort Belvoir, VA 22060-1298. The requester should provide full name, mailing address, date of birth, passport number, telephone number, email, and signature.

In addition, the requester must provide either 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).”

**EXEMPTIONS PROMULGATED FOR THE SYSTEM:** None

**HISTORY:** April 07, 2016, 81 FR 20372. This system of records notice supersedes all versions previously published in the Federal Register.