

## 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, use, and/or disseminate personally identifiable information (PII) about members of the public, Federal employees, contractors, or foreign nationals employed at U.S. military facilities internationally. In the case where no PII is collected, the PIA will serve as a conclusive determination that privacy requirements do not apply to system.

**1. DOD INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME:**

Visa Passport Application System (VPAS)

**2. DOD COMPONENT NAME:**

United States Army

**3. PIA APPROVAL DATE:**

11/17/20

Office of the Administrative Assistant (OAA) Army Headquarters Services (AHS) Directorate of Executive Travel (DET)

### SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

**a. The PII is:** (Check one. Note: foreign nationals are included in general public.)

- |  |  |
|--|--|
| <input type="checkbox"/> From members of the general public  | <input type="checkbox"/> From Federal employees and/or Federal contractors |
| <input checked="" type="checkbox"/> From both members of the general public and Federal employees and/or Federal contractors | <input type="checkbox"/> Not Collected (if checked proceed to Section 4)   |

**b. The PII is in a:** (Check one)

- |  |   |
|--|---|
| <input type="checkbox"/> New DoD Information System                    | <input type="checkbox"/> New Electronic Collection      |
| <input checked="" type="checkbox"/> Existing DoD Information System    | <input type="checkbox"/> Existing Electronic Collection |
| <input type="checkbox"/> Significantly Modified DoD Information System |   |

**c. Describe the purpose of this DoD information system or electronic collection and describe the types of personal information about individuals collected in the system.**

The Visa Passport Application System (VPAS) is a web-based, Common Access Card (CAC) enabled system used by the Office of the Administrative Assistant (OAA) Directorate of Executive Travel (DET) to process and track all requests for a no-fee passport or visa for military and civilian personnel within the Department of Defense (DoD). The system is accessed by Outside Continental United States (OCONUS) and Continental United States personnel. The system allows approved users to submit a request for a new no-fee passport or visa on behalf of DoD personnel, process the passport and visa actions, generate visa letters and passport transmittals for the Department of State (DoS), run various targeted metrics, track training of agents and allow agents to sign up for initial or refresher agent training. The output of the system is a DD-1056 Form: Request for a No Fee Passport/Visa with a unique barcode to assist in identifying the traveler and tracking the progress of the application. The system processes Personally Identifiable Information (PII), but it does not process any classified data. The system is designated a Mission Critical (MC).

**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)

verification, identification, data matching, mission-related use

**e. Do individuals have the opportunity to object to the collection of their PII?**  Yes  No

(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.

Passport Acceptance agents inform all applicants they can opt not to provide the required PII in the Department of State forms and for the Department of Defense Form 1056 during their application process for a passport or visa. 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.

**f. 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.

(2) If "No," state the reason why individuals cannot 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 their PII for official Department of State and Department of Defense use to process the passport application. The DD Fm 1056 is being revised, the updated PAS is reflected below.

**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.)

**PRIVACY ACT STATEMENT INSTRUCTIONS**

**AUTHORITY:** 10 U.S.C. 113, Secretary of Defense; 22 U.S.C. 211a; 22 U.S.C. 214; 26 U.S.C. 6039E; DoDM O-1000.21; and E.O. 9397 (SSN).

**PRINCIPAL PURPOSE:** 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. For additional information see the System of Records Notice A0 1000.21 OAA DoD, Visa Passport Automated System (VPAS) (<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-Component-Notices/Army-Article-List/>).

**ROUTINE USES:** Information provided may be further disclosed to the Department of State for issuance of U.S. Passports; to Foreign Embassies for processing Visa request; to other Federal, State, local, and foreign government agencies to comply with information request to discharge responsibilities for enforcing statutes; and to contractors in the performance of duties supporting the DoD. In addition, this form is subject to the proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above.

**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.

**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. 

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.
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- 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.
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- Other Federal Agencies      Specify. 

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

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- 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. 

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- Other (e.g., commercial providers, colleges).      Specify. 

Foreign Embassies /Consulates to obtain a foreign entry visa for official designated travel.
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**i. Source of the PII collected is: (Check all that apply and list all information systems if applicable)**

- Individuals       Databases
- Existing DoD Information Systems       Commercial Systems
- Other Federal Information Systems

DoS-managed systems for tracking passport requests (TDIS)

**j. How will the information be collected? (Check all that apply and list all Official Form Numbers if applicable)**

- E-mail       Official Form (Enter Form Number(s) in the box below)
- Face-to-Face Contact       Paper
- Fax       Telephone Interview
- Information Sharing - System to System       Website/E-Form
- Other (If Other, enter the information in the box below)

**k. 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 must be consistent.

Yes  No

If "Yes," enter SORN System Identifier

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or <http://dpcltd.defense.gov/Privacy/SORNs/>  
or

If a SORN has not yet been published in the Federal Register, enter date of submission for approval to Defense Privacy, Civil Liberties, and Transparency Division (DPCLTD). Consult the DoD Component Privacy Office for this date

If "No," explain why the SORN is not required in accordance with DoD Regulation 5400.11-R: Department of Defense Privacy Program.

**l. What is the National Archives and Records Administration (NARA) approved, pending or general records schedule (GRS) disposition authority for the system or for the records maintained in the system?**

(1) NARA Job Number or General Records Schedule Authority.

(2) If pending, provide the date the SF-115 was submitted to NARA.

(3) Retention Instructions.

Record Number 55-46d  
Keep until record is 2 years old; Destroy Immediately after 2 years

**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. 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 statute or Executive Order.**

- (1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be similar.
- (2) If a SORN does not apply, 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) 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 collection 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 ("internal housekeeping") as the primary authority. The requirement, directive, or instruction implementing the statute within the DoD Component must be identified.

10 U.S.C. 113, Secretary of Defense; 22 U.S.C. 211a; 22 U.S.C. 214; 26 U.S.C. 6039E; DoDM O-1000.21; and E.O. 9397 (SSN)

**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  No  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 Public Information Collections."
- (3) If "Pending," provide the date for the 60 and/or 30 day notice and the Federal Register citation.

OMB No. 0702-0134, Authorization To Apply For A No-Fee Passport And/Or Request For Visa, Expiration APR 30, 2019