



Privacy Impact Assessment

Full Entry Name: **E-Gov Travel Services 2**

NASA Center: **Marshall Space Flight Center**

Office/Mission Program/Project Supported: **Integrated Enterprise Management Program**

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System Overview: E-Gov Travel Services 2 (ETS2) utilizes Concur Government Edition (CGE), which is a government-wide, web-based, end-to-end travel management service that has consolidated and automated travel management. The result will be an end-to-end travel service on the desktop of every NASA traveler, for processing their voucher, as well as, supporting all phases of travel from planning, authorizations and reservations. This is the agency's second-generation system, which replaces Fedtraveler.com (eTravel).

The ETS2 provides an automated end-to-end travel system facilitating further stabilization that:

Complies with OMB mandates and Federal Travel Regulations.
Provides Federal travel processes, on-line reservations, and travel management expertise. Integrates to NASA's Financial, Human Capital, and Identity, Credential, and Access Management (ICAM) systems. Supports mobile platforms for mobile devices allowing creation of reservations, approvals, as well as electronic receipting. Filters listing of available expenses ensuring only agency policy-compliant expenses are chosen. Provides the capability to support NASA's current business processes.
Provides enhanced reporting capabilities.

Privacy	
Collection contains the following: (check the applicable items)	Date of Birth, Financial account information, Home mailing address, Name, UUPIC, Work e-mail address, Work mailing address, and Work phone number
The application/website/information system stores, collects, or maintains Information in Identifiable Form (IIF).	Yes
Information is collected on the following:	Government Employees, Members of the Public (excluding contractors and partners), and NASA Contractors
The collection of PII is justified.	Yes
Law, regulation, or Government-wide policy justifies the collection of the information.	26 U.S.C. 6011 and 6109; and 5 U.S.C. Chapter 57as implemented by Federal Travel Regulations and also NASA Federal Travel Regulations Supplement (NFTRS)
NASA will use the information in the following ways:	<p>NASA will use the information to provide, end-to-end travel management service to the NASA travel community. The result will be an end-to-end travel service on the desktop of every NASA traveler, for processing their voucher, as well as, supporting all phases of travel from planning, authorizations and reservations. This is the agency's second-generation system, which replaces Fedtraveler.com (eTravel).</p> <p>The ETS2 provides an automated end-to-end travel system facilitating further stabilization that:</p> <p>Complies with OMB mandates and Federal Travel Regulations. Provides Federal travel processes, on-line reservations, and travel management expertise.</p> <p>Integrates to NASAs Financial, Human Capital, and Identity, Credential, and Access Management (ICAM) systems.</p> <p>Support mobile platforms for mobile devices allowing creation of reservations, approvals, as well as electronic receipting.</p> <p>Filters listing of available expenses ensuring only agency policy-compliant expenses are chosen.</p> <p>Provides the capability to support NASAs current business processes.</p> <p>Provide enhanced reporting capabilities.</p>
The collection is the minimum necessary to accomplish the purpose of the collection.	Yes
Consent	
The IIF is collected.	Voluntary, Comment: At GoLive information is entered on behalf of the user. Data sources might include the Federal Payroll and Personnel System (FPPS). Also initial upload and periodic updates of financial, HR, and travel card account data, to permit proper Electronic Fund Transfer (EFT) payments to the travel card vendor and to the traveler. After GoLive, the user will request access to the system and the data will be input and/or populated for the user upon approval.
There is a process in place for the following	

Ensuring consent is obtained from the individuals whose IIF is stored, collected, or maintained.	Yes (When a user request access to the system, a "Rules of Behavior Acknowledgement" must be reviewed and accepted. Each year the user must acknowledge review and acceptance for continued use. The way information is stored, collected or maintained is indicated in the "Rules of Behavior")
Allowing the individual whose IIF is stored, collected, or maintained to choose how their IIF is used.	Yes (When a user request access to the system; the user must accept a "Rules of Behavior Acknowledgement" that must be accepted. Each year the user must acknowledge acceptance for continued use.)
Security Controls	
Monitor and Response to privacy and/or security incidents policies.	Yes
Access controls:	Yes
Technical controls (safeguards) are in place to minimize the possibility of unauthorized access, use, or dissemination of the IIF in the application/website/information system/cloud system.	Yes
Information Sharing Practices	
The application/website/information system/cloud systems collects IIF from other resources (e.g., databases, websites)	Yes (IIF is collected from the Federal Personnel and Payroll System. There may be initial uploads (manual and/or programmatic) and periodic updates of data from financial and HR systems of participating Federal agencies.)
The application/website/information system/cloud system populates data for other resources (e.g., databases, websites, or external agencies, people, or organizations).	No
Accessibility, Redress, Complaints	
There is a process in place for periodic reviews of IIF in the system to ensure data integrity, availability, accuracy, and relevance.	Yes (There are technology controls, such as auditing, in place which will reveal the misuse of data in a timely manner. The administrator allows access control on a need-to-know basis. These are periodically reviewed and updated. Logs are audited for inappropriate or unauthorized activity.)

Privacy Act of 1974

Records on individuals are or will be routinely retrieved from the system by using individual's name or other unique identifier (e.g., personal account number, UUPIC, SSN, etc. is used to locate information about an individual in the application/website/information system/paper record).	Yes
The records in the system are covered by an existing published System of Records Notice (SORN).	Yes
The SORN Name.	Contracted Travel Services Program (August 2, 2006, 71 FR 48764)
The SORN Number.	GSA/GOVT-4

Paperwork Reduction Act

The record/application/website/information system collects information (PII, IIF or any other information), in a standard way (via forms, surveys, questionnaires, etc.), from 10 or more persons (e.g., members of the public, NASA contractors, grantees or other).

Yes

There is an OMB Control Number.

Does not currently have one (NASA PRA Clearance Officer determined one is not required)

Justification

5/9/2014 working with the Agency PRA Officer Fran Teel, to determine the need for OMB approval number; if OMB approval number is required, it would only be applicable to NASA contractors and/or members of the public on invitational travel. Update as of 5/9/2014: ANY INDIVIDUAL REQUIRING USE OF THIS SYSTEM WHO IS NOT EITHER A NASA EMPLOYEE OR NASA/CONTRACTOR (traveler by invitation) MUST HAVE A NASA IDENTITY. USER INFORMATION WOULD BE OBTAINED FROM THE IDENTITY CREDENTIAL AND ACCESS MANAGEMENT (ICAM) SYSTEM AND/OR IDMAX (OMB APPROVAL IS PENDING) ADDITIONAL OMB APPROVAL NOT NECESSARY FOR THIS SYSTEM as currently configured.

Web Measurement and Customizing Technology

The Application/Website/Information System Utilizes Web Measurement and Customization Technology (Cookies/Persistent Tracking).

Yes

Concur:

/s/ Concurrred

STAYCE D HARRIS HOULT

System Owner

Date: 05/09/2014

Concur:

/s/ Concurrred

STAYCE D HARRIS HOULT

Center Privacy Manager

Date: 06/06/2014

Concur:

/s/ Concurrred

BRYAN D MCCALL

NASA Privacy Program Manager

Date: 06/06/2014

Approve:

LARRY N SWEET

Senior Agency Official for Privacy

Date: 06/10/2014