

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:

Voluntary Leave Transfer Program (VLTP)

2. DOD COMPONENT NAME:

United States Army

3. PIA APPROVAL DATE:

08/25/20

U.S. Army Aviation and Missile Command (AMCOM)

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

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

- From members of the general public From Federal employees and/or Federal contractors
 From both members of the general public and Federal employees and/or Federal contractors Not Collected (if checked proceed to Section 4)

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

- New DoD Information System New Electronic Collection
 Existing DoD Information System Existing Electronic Collection
 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 Voluntary Leave Transfer Program (VLTP) provides the capability for employees, serviced by the Civilian Human Resources Agency (CHRA) Redstone and beyond to apply for donated leave or donate annual leave to approved leave transfer recipients. The program facilitates distributing leave transfer notices and serves as a central database for managing approved leave transfers. The Voluntary Leave Transfer Program applies to employees of the commands/activities as covered by the U.S. Army Aviation and Missile Command's Leave Transfer Program and also covers donors from other Federal agencies. VLTP does not interface with any other products. It is hosted in the AMCOM Production Environment (PE) and does not require a separate accreditation. Accreditation is inherited from the AMCOM PE and is entered as a child under the AMCOM PE record. Reference APMS record AMCOM PE DA305128. VLTP will be migrating to the Army Private Cloud Enterprise.

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)

The recipient's name, position data and organization are collected and used for identification and verification purposes. The brief hardship description is published internally for passive solicitation purposes.

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.

Individuals have the opportunity to object to the collection of PII by not utilizing the system. If the individual chooses not to voluntarily provide the information, it may prevent the individual from participating in the programs managed by the system. The individual consents to use by inputting the requested data. The posted Privacy and Security Notice and Privacy Act Statement states that providing PII data is voluntary, why it is requested, how it will be used and to whom it may be released.

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.

Individuals have the opportunity to object to the collection of PII by not utilizing the system. If the individual chooses not to voluntarily provide the information, it may prevent the individual from participating in the programs managed by the system. The individual consents to use by inputting the requested data. The posted Privacy and Security Notice and Privacy Act Statement states that providing PII data is voluntary, why it is requested, how it will be used and to whom it may be released.

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 Privacy Advisory Not Applicable

All forms requesting PII contain a Privacy Act Statement:

"Participation in this program is voluntary; however, solicitation of this information is authorized under 5 U.S.C. 6332. The information furnished will be used to identify records properly associated with the transfer of annual leave. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law, rule, or regulation; or to another agency or court when the Government is party to a suit. Public Law 104-134 requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes."

A Privacy and Security Notice is also provided to the individual which states that no personal information about them will be collected when utilizing the product unless the individual chooses to provide that information.

The Privacy and Security Notice reads as follows:

1. This product is controlled by the U.S. Army Aviation & Missile Command.
2. Information presented in this product is unclassified.
3. For product management, information is collected for statistical purposes. This government computer system uses software programs to create summary statistics, which are used for such purposes as assessing what information is of most and least interest, determining technical design specifications, and identifying system performance or problem areas. No user-identifying information is collected for this analysis. The information collected includes the following types of data:
 - a. Number of Hits for Home Page and Number of Successful Hits for Entire product
 - b. Number of User Sessions (from United States and International) and Most Active Countries
 - c. Most and Least Requested Pages
 - d. Top Entry and Exit Pages
 - e. Single Access Pages and Number of Page Views
 - f. Most Downloaded Files
 - g. Most Submitted Forms and Scripts
 - h. Most Active Organizations or Companies that Accessed Product
4. For product security purposes and to ensure that this service remains available to all users, this government computer system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage.
5. Except for authorized law enforcement investigations, no other attempts are made to identify individual users or their usage habits. Raw data logs are used for no other purposes and are scheduled for regular destruction in accordance with Army Aviation and Missile Command Records Administration Guidelines. All data collection activities are in strict accordance with DoD Directive 5240.1 (reference(p)).
6. Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1987 and the National Information Infrastructure Protection Act.
7. The appearance of hyperlinks does not constitute endorsement by the Department of Defense, the U.S. Army, AMC, or the Army Aviation and Missile Command of the product or the information, products or services contained therein. For other than authorized activities such as military exchanges and Morale, Welfare, and Recreation products, the Department of Defense or the U.S. Army does not exercise any editorial control over the information you may find at these locations. Such links are provided consistent with the stated purpose of this DoD web product.
8. Cookie Disclaimer. This product does not use persistent cookies, i.e., tokens that pass information back and forth from your machine to the server and remain after you close your browser. This product does use session cookies, i.e., tokens that remain active only until you close your browser, in order to make the product easier for you to use. No database of information obtained from these cookies is kept and when you close your browser, the cookie is deleted from your computer. These session cookies are not used to store information about the user for collection purposes. This product may use session cookies in some of the following ways:
 - a. to pass information in a secure manner,
 - b. to pass variable information between form pages,
 - c. to temporarily store database information for use in that session,
 - d. to navigate among the pages in the product,
 - e. to uniquely identify each user of the product for the timespan of their use.
9. If you have any questions or comments about the information presented here, please contact the Webmaster.

The leave request process is managed under the Privacy Act of 1974, authority of Public Law 100-566. This authority and purpose is provided to the individual stating that the social security number is requested to verify the identity of the individual and to avoid errors in identifying leave accounts.

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.

VLTP information is used by the AMCOM Civilian Personnel Advisory Center (CPAC).

Other DoD Components

Specify.

Other Federal Agencies

Specify.

State and Local Agencies

Specify.

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.

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

Specify.

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

The information is collected by CPAC personnel.

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)

Approved OPM Form 630, 630A and 630B

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://dpcl.d.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.

KE1. Event is after closure of case. Keep in CFA until event occurs and then until no longer needed for conducting business, then destroy the record 1 year after the event.

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.

5 U.S.C. 6331 et seq., Leave; 10 U.S.C. 3013, Secretary of the Army; 5 CFR part 630, subpart I, Voluntary Leave Transfer Program; Army Regulation 690-990-2, Hours of Duty, Pay and Leave Annotated.

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 approval not required because the information system does not collect information from members of the public.