PRIVACY IMPACT ASSESSMENT (PIA)

For the

TRANSPORTATION INCENTIVE PROGRAM SYSTEM (TIPS)
DEPARTMENT OF NAVY - DON/AA

SECTION 1: IS A PIA REQUIRED?

a. Will this Department of Defense (DoD) information system or electronic collection of information (referred to as an "electronic collection" for the purpose of this form) collect, maintain, use, and/or disseminate PII about members of the public, Federal personnel, contractors or foreign nationals employed at U.S. military facilities internationally? Choose one option from the choices below. (Choose (3) for foreign nationals).

☐ (1) Yes, from members of the general public.

☒ (2) Yes, from Federal personnel* and/or Federal contractors.

☐ (3) Yes, from both members of the general public and Federal personnel and/or Federal contractors.

☐ (4) No

* "Federal personnel" are referred to in the DoD IT Portfolio Repository (DITPR) as "Federal employees."

b. If "No," ensure that DITPR or the authoritative database that updates DITPR is annotated for the reason(s) why a PIA is not required. If the DoD information system or electronic collection is not in DITPR, ensure that the reason(s) are recorded in appropriate documentation.

c. If "Yes," then a PIA is required. Proceed to Section 2.

SECTION 2: PIA SUMMARY INFORMATION

a. Why is this PIA being created or updated? Choose one:

☒ **New DoD Information System** ☐ **New Electronic Collection**

☐ **Existing DoD Information System** ☐ **Existing Electronic Collection**

☐ **Significantly Modified DoD Information System**

b. Is this DoD information system registered in the DITPR or the DoD Secret Internet Protocol Router Network (SIPRNET) IT Registry?

☒ **Yes, DITPR** Enter DITPR System Identification Number 15807 DITPR DON ID: 22632

☐ **Yes, SIPRNET** Enter SIPRNET Identification Number

☐ **No**

c. Does this DoD information system have an IT investment Unique Project Identifier (UPI), required by section 53 of Office of Management and Budget (OMB) Circular A-11?

☐ **Yes** ☒ **No**

If "Yes," enter UPI UII: 007-000005767

If unsure, consult the Component IT Budget Point of Contact to obtain the UPI.

d. 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 should be consistent.

☒ **Yes** ☐ **No**

If "Yes," enter Privacy Act SORN Identifier NM07251-1

DoD Component-assigned designator, not the Federal Register number.
Consult the Component Privacy Office for additional information or
access DoD Privacy Act SORNs at: http://www.defenselink.mil/privacy/notices/

or

Date of submission for approval to Defense Privacy Office
Consult the Component Privacy Office for this date.

e. Does this DoD information system or electronic collection have an 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**

Enter OMB Control Number

Enter Expiration Date

☒ **No**

f. Authority to collect information. A Federal law, Executive Order of the President (EO), or DoD requirement must authorize the collection and maintenance of a system of records.

(1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be the same.

(2) 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) Whenever possible, cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.

(b) If a specific statute or EO does not exist, determine if an indirect statutory authority can be cited. An indirect 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) 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 should be identified.

SORN authorities:

5 U.S.C. 301, Departmental Regulations
5 U.S.C. 7905, Programs to encourage commuting by means other than single-occupancy motor vehicles
DoD Instruction 1000.27, Mass Transportation Benefit Program (MTBP)
E.O. 12191, Federal facility ridesharing program
E.O. 13150, Federal Workforce Transportation
E.O. 9397 (SSN), as amended

g. Summary of DoD information system or electronic collection. Answers to these questions should be consistent with security guidelines for release of information to the public.

(1) Describe the purpose of this DoD information system or electronic collection and briefly describe the types of personal information about individuals collected in the system.

This system is used to capture and track application and benefits information for participants receiving mass transit subsidies. Department of Navy Servicemen and Civilians can apply for benefits to take Mass Transportation to and from their work location. After registration in the system where users will provide limited PII information, verification of eligibility, address and contact information is captured from the Defense Enrollment Eligibility Reporting System (DEERS) and stored in TIPS. Participants update this information regularly.

PII collected includes: Name, last four of Social Security Number (SSN), DoD ID Number, point-to-point commuting expenses, commuting distance, type of mass transit used, home address, organizational affiliation of the individual, funding appropriation for benefit, office work number, email address, duty/work address, transit authority card number, and usage from benefit provider.

(2) Briefly describe the privacy risks associated with the PII collected and how these risks are addressed to safeguard privacy.

Loss, theft, or misuse of personally identifiable information by unauthorized persons. Security perimeter protections (firewall, intrusion detection, router access control list, etc.) provided by the hosting enclave. Additionally, strict access control policies and procedures are implemented to ensure is restricted only to those individuals with a need-to-know through role based access schema. SSN is never displayed or exported to reports.

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component (e.g., other DoD Components, Federal Agencies)? Indicate all that apply.

☒ **Within the DoD Component.**

Specify. Department Of Navy

☐ **Other DoD Components.**

Specify.

☒ **Other Federal Agencies.**

Specify. Department of Transportation

☐ **State and Local Agencies.**

Specify.

☐ **Contractor** (Enter name and describe the language in the contract that safeguards PII.)

Specify.

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

Specify.

i. Do individuals have the opportunity to object to the collection of their PII?

☒ **Yes** ☐ **No**

(1) If "Yes," describe method by which individuals can object to the collection of PII.

Yes, however refusing to provide information may result in subsidies not being granted.

(2) If "No," state the reason why individuals cannot object.

j. 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.

A privacy statement is available on the site prior to login, and before completing an online application, participants are presented a statement informing them that PII will only be used to provide transit subsidies to applicants. Refusing to provide information may result in subsidies not being granted.

k. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

☒ **Privacy Act Statement** ☐ **Privacy Advisory**

☐ **Other** ☐ **None**

Describe each applicable format.

A privacy statement is available on the site prior to login.

Privacy Act Statement:

Authority: 5 U.S.C. 301, Department Regulations; 5. U.S.C. 7905, Programs to Encourage Community by Means other than Single Occupancy Motor Vehicles; 10 U.S.C. 131, Office of the Secretary of Defense; E.O. 12191, Federal Facility Ride Share Program, E. O. 13150, Federal Workplace Transportation; and E.O. 9397 (SSN).
Purpose: To manage the Department of the Navy Transportation Incentive Program including, but not limited to, evaluation and reimbursement of participants, to track the allocated funds in support of the program and prevent misuse of those funds.
Routine Uses: To the benefit provider for purposes of administering the DON Mass Transportation Benefit Program and/or to DON transit benefit program officials for the purpose of verifying the eligibility of individuals to receive a fare subsidy pursuant to the transportation benefit program operated by the DON.
Disclosure: Voluntary. However failure to provide the requested information may result in a disapproval of the Mass Transportation Benefit Program.

NOTE:

Sections 1 and 2 above are to be posted to the Component's Web site. Posting of these Sections indicates that the PIA has been reviewed to ensure that appropriate safeguards are in place to protect privacy.

A Component may restrict the publication of Sections 1 and/or 2 if they contain information that would reveal sensitive information or raise security concerns.