

## U.S. Nuclear Regulatory Commission Privacy Impact Assessment

**Instructions:**        *Section A, B, C, and D must be completed for all systems. Section E must be completed if yes is the answer to Section B, questions 1 and 2.*

**Date:** 11/29/2005

### A. GENERAL SYSTEM/APPLICATION INFORMATION

(See definitions at end of document)

1. Person completing this form:

| Name               | Title                            | Phone No.    | Office |
|--------------------|----------------------------------|--------------|--------|
| Michelle R. Curtis | Senior Financial Systems Analyst | 301-415-7607 | OCFO   |

2. System owner:

| Name            | Title                                    | Phone No.    | Office |
|-----------------|--|--------------|--------|
| Timothy Pulliam | Director, Division of Financial Services | 301-415-7338 | OCFO   |

3. What is the name of this system?

Electronic Government Travel System (E-Gov Travel)

4. Briefly describe the purpose of this system. What agency function does it support?

E-Gov Travel is an online travel management system, supporting official NRC travel. It allows authorized users to create itineraries, route travel authorizations via e-mail so that approvals and certification of funds can be performed on line, reserve transportation and lodging, update the financial system via interface, view status of trips, submit expense reports to liquidate travel, and view reports.

5. Note below whether this Privacy Impact Assessment supports a proposed new system or a proposed modification to an existing system.

New System                       Modify Existing System

**B. PRIVACY ACT APPLICABILITY**

1. Does this system collect, maintain, or disseminate personal information in identifiable form (e.g., name, social security number, date of birth, home address, etc.) about individuals ?

Yes  X  No \_\_\_\_\_

(Employees, perspective employees, contractors, invitational travelers for NRC programs)

2. If yes, will the data be retrieved by an individual's name or other personal identifier (e.g., social security number, badge number, etc.)?

Yes  X  No \_\_\_\_\_

**If you answer yes to questions 1 and 2, complete Section E.**

**C. INFORMATION COLLECTION APPLICABILITY**

1. Will the personal data be collected from or maintained by persons who are not Federal employees?

Yes  X  No \_\_\_\_\_

2. Will the data be collected from Federal contractors?

Yes  X  No \_\_\_\_\_

3. If the answer is yes to either question 1 or 2, will the data be collected from 10 or more persons during a calendar year?

Yes  X  No \_\_\_\_\_

4. If the answer is yes to question 3, is the information to be collected covered by an existing OMB clearance number? Yes.

If yes, indicate the clearance number: 3150-0192

**D. RECORDS RETENTION AND DISPOSAL SCHEDULE APPLICABILITY**

Does this system already have a NARA-approved records disposition schedule? (Reference NUREG-0910, "NRC Comprehensive Records Disposition Schedule," or contact your office Records Liaison Officer or Jeffrey Bartlett, OIS.)

Yes  X  No \_\_\_\_\_

If yes, list the records schedule number:

**Complete Section E only if the answers to Section B, questions 1 and 2 are Yes.**

**E. SYSTEM DATA INFORMATION**

1. *Type of information maintained in the system*
  - a. Describe the information to be maintained in the system (e.g., financial, medical, training, personnel.) Give a detailed description of the data.  
  
Traveler's personal and financial data: Traveler's personal data such as name, address, social security number, organization, transportation, lodging, and car rental reservation data, itinerary, credit card data.
  
2. *Source of the data in this system*
  - a. Are data being collected from the subject individual? If yes, what types of data are being collected?  
  
YES. Name, address, social security number, organization, trip itinerary, credit card information, financial data.
  - b. Are data on this individual being collected from other NRC files and databases for this system? If yes, identify the files and databases.  
  
YES. Financial system (FFS) vendor files, FFS accounting data
  - c. Are data on this individual being collected from a source or sources other than the subject individual and NRC records? If yes, what is the source and what type of data is being collected?  
  
NO.
  - d. How will data collected from sources other than the subject individual or NRC records be verified as current, accurate, and complete?  
The data is accepted as accurate from known sources and reconciliations are performed to verify the accuracy and completeness of the data.  
  
N/A
  
3. *Attributes of the data*
  - a. Are the *data elements* described in detail and documented? If yes, what is the name of the document? Where is it located?

YES. In the E-Gov Travel Data Dictionary located in an electronic library maintained by the GSA.

- b. Is the use of the data both relevant and necessary for the purpose for which the system is designed?

YES.

- c. Will the system derive (i.e., create) new data or create previously unavailable data about an individual through aggregation from the information collected?

NO.

(1) How will aggregated data be maintained, filed, and utilized?

(2) How will aggregated data be validated for relevance and accuracy?

4. If data are consolidated, what *controls* protect it from unauthorized access, use, or modification?

N/A

5. How will the data be *retrieved* from the system?

- a. Can it be retrieved by personal identifier? Yes  No   
If yes, explain.

Information can be retrieved by name, social security number. Identifying numbers may be assigned to individuals, such as the last 4 digits of their social security numbers, or another employee ID.

- b. Is a password or data description required? Yes  No   
If yes, explain.

Access controls, including "user IDs" and passwords, will be used to protect personal and other data. Access to travelers' personal data will be limited to those included in the approval chain.

6. Describe the report or reports that can be produced from this system.

- a. What reports are produced from the system?

Standard reports will be produced on travel authorizations, vouchers, outstanding travel balances, travel expenditures by organization, and special reports on certain types of travel, such as foreign travel.

- b. What are the reports used for?

Managing travel balances and funds, complying with Federal Travel Regulations, reconciling between E-Gov Travel and the financial system, reimbursing travelers and closing travel authorizations on a timely basis.

c. Who has access to these reports?

Approving officials, program and financial managers, and accountants in the OCFO. Travelers will have access to reports on their individual travel balances.

7. *Records retention*

a. What are the record types contained in this system and the medium on which they reside? (Examples: type - program records, medium - electronic; type - database, medium - electronic; type - system documentation, medium - paper.)

| Type                      | Medium                    |
|---------------------------|---------------------------|
| Programs                  | Electronic                |
| Database                  | Electronic                |
| System Documentation      | Electronic and Paper copy |
| Security Documentation    | Electronic                |
| Federal Travel Regulation | Electronic                |

b. What is the NARA-authorized retention period for each records series in this system?

75 months (6 years, 3 months)

c. If unscheduled, what are your retention requirements for each records series in this system?

d. What are the procedures for disposing of the data at the end of the retention period (specifically address paper copy, magnetic, or other forms of media)?

|            |   |
|------------|---|
| Paper copy | Destroyed in authorized receptacles (Classified and Sensitive Unclassified Waste containers). |
| Magnetic   | Degassing or burning  |
| Electronic | These will be transferred or destroyed in accordance with NARA requirements                   |

e. How long will produced reports be maintained?

Since the data used within the reports is retained in the system database, these reports can be deleted or destroyed when the agency determines they are no longer needed.

f. Where are the reports stored?

Reports are available online.

- g. Where are the procedures for maintaining the data/reports documented? General Records Schedule 2, Dec. 1988 (ADAMS Accession No. ML011440509).

Documentation of these procedures is currently included in the contract language. Additional documentation, if needed, will be provided in a standard operating procedure (SOP).

- h. How will unused or unwanted reports be disposed of?

In accordance with NARA requirements.  
Paper copy reports will be destroyed in authorized receptacles (Classified and Sensitive Unclassified Waste containers).

8. Capability to *monitor individuals*

- a. Will this system provide the capability to identify, locate, and monitor (e.g., track, surveillance) individuals?  Yes  No. If yes, explain.

- b. What controls will be used to prevent unauthorized monitoring?

User access controls will protect unauthorized access to or modification of personal data. Reports containing personal data will be clearly marked with "sensitive data" banners, automated audit logs and reports will be reviewed to identify unauthorized access.

9. Coverage Under Existing *Privacy Act System of Records*

- a. Under which Privacy Act System of Records (SOR) notice does this system operate (link to list of SOR available on NRC Internal Home Page)? Provide number and name.

Privacy Act System of Records Notice 20, "Official Travel Records -NRC".

- b. If the Privacy Act System of Records is being modified, will the SOR notice require amendment or revision? Yes  No   
If yes, explain.

10. *Access to the Data*

- a. Who will have access to the data in the system (users, managers, system administrators, developers, other)?

Users, approving officials, managers, system administrators.

Developers and administrators at the cross-servicing agency and the E-Gov Travel vendor will NOT have access to data in the system.

- b. Are criteria, procedures, controls, and responsibilities regarding access documented? If so, where?

System documentation contains a description of the criteria and how the access controls function. The Agency will need to provide additional procedures that are Agency-specific.

- c. Will users have access to all data in the system or will users' access be restricted? Explain.

As indicated above in question 8b, access controls will allow individual travelers to view their own data. Individuals in their approval chain will also have access to view travelers' data. Access controls are provided with "least level of access" to preclude widescale viewing of protected data. OCFO accounting personnel will have access to a wider range of data, as in the current travel process.

- d. What controls are or will be in place to prevent the misuse (e.g., unauthorized browsing) of data by those having access?

Access control restrictions, as indicated above in 8b and 10c, will be used. Automated audit log reports will be reviewed for unauthorized "browsing" of data at least on a monthly basis.

- e. Do other systems share data or have access to data in this system?  Yes  No. If yes, explain.

Transportation and lodging reservation systems linked to E-Gov Travel will use travelers names by trip and reservation.

- f. Will other agencies share data or have access to data in this system (Federal, State, local, other)?  Yes  No. If yes, explain.

The General Services Administration will provide a link to its Federal Travel Regulation (FTR).

- g. Were Privacy Act clauses cited (or will be cited) and were other regulatory measures addressed in contracts with contractors having access to this system?  Yes  No. If yes, explain.

The contract vehicle used between the GSA and the E-Gov Travel vendors identified Privacy Act requirements.

## DEFINITIONS

Personal Information is information about an identifiable individual that may include but not be limited to:

- race, national or ethnic origin, religion, age, marital or family status
- education, medical, psychiatric, psychological, criminal, financial, or employment history
- any identification number, symbol, or other particular assigned to an individual
- name, address, telephone number, fingerprints, blood type, or DNA

Aggregation of data is the taking of various data elements and then turning them into a composite of all the data to form another type of data such as tables or data arrays, or collecting data into a single database.

Consolidation means combining data from more than one source into one system, application, or process. Existing controls for the individual parts should remain or be strengthened to ensure no inappropriate access by unauthorized individuals. However, since individual pieces of data lose their identity, existing controls may actually be diminished; e.g., a summary census report may not point at the individual respondent but rather at a class of respondents, which makes it less personal.



**PRIVACY IMPACT ASSESSMENT REVIEW/APPROVAL**  
(For Use by OIS Staff)

System Name: **Electronic Government Travel System (E-Gov Travel)**

Submitting Office: **Office of the Chief Financial Officer (OCFO)**

**A. PRIVACY ACT APPLICABILITY REVIEW**

Privacy Act is not applicable.

Privacy Act is applicable. Currently covered under System of Records, NRC-20, "Official Travel Records." No modification to the system notice is required.

Privacy Act is applicable. Creates a new system of records. FOIA/PA Team will take the lead to prepare the system notice.

Privacy Act is applicable. Currently covered under System of Records, NRC \_\_\_\_\_. Modification to the system notice is required. FOIA/PA Team will take the lead to prepare the following changes:

**Comments:**

Michelle Curtis stated that this system will collect, maintain, and disseminate information about individuals other than NRC employees such as perspective employees, contractors, invitational travelers for NRC programs, etc.

The following changes were made to this PIA as a result of my conversation with Michelle Curtis with her approval:

- B.1. included the types of individuals ((Employees, perspective employees, contractors, invitational travelers for NRC programs)
- E.1.a. added social security number
- E.2.a. added social security number
- E.5.a. Expanded explanation to include name and social security number.
- E.7.d. Clarified type of authorized receptacle (Classified and Sensitive Unclassified Waste containers)
- E.7.h. added statement: Paper copy reports will be destroyed in authorized receptacles (Classified and Sensitive Unclassified Waste containers).

| Reviewer's Name | Title | Date |
|-----------------|-------|------|
|-----------------|-------|------|

|                    |                         |                   |
|--------------------|-------------------------|-------------------|
| Sandra S. Northern | Privacy Program Officer | December 13, 2005 |
|--------------------|-------------------------|-------------------|

**B. INFORMATION COLLECTION APPLICABILITY DETERMINATION**

No OMB clearance is needed.

OMB clearance is needed.

Currently has OMB Clearance.

**Comments:**

The Electronic Government Travel System (E-Gov Travel) is currently covered under OMB approval number 3150-0192.

| Reviewer's Name        | Title                                       | Date     |
|------------------------|---|----------|
| Christopher J. Colburn | Team Leader<br>Information Collections Team | 12/09/05 |

**C. RECORDS RETENTION AND DISPOSAL SCHEDULE DETERMINATION**

Additional information is needed to complete assessment.

Needs to be scheduled.

Existing records retention and disposition schedule covers the system - no modifications needed.

Records retention and disposition schedule must be modified to reflect the following:

**Comments:**

Item 7.b. indicates that the approved retention period for the records series being applied is 6 years, 3 months. However, one of the series being applied (GRS 9-1b) specifies a retention period of 10 years.

| Reviewer's Name | Title                             | Date     |
|-----------------|-----------------------------------|----------|
| Jeff Bartlett   | Senior Records Management Analyst | 12/13/05 |



