

## **Unified Travel and Mission System (UTRAMS)**

### **PRIVACY IMPACT ASSESSMENT (PIA) SUMMARY**

**System Name:** Unified Travel and Mission System (UTRAMS)

**Managing Office:** Bureau for Economic Growth, Education, and Environment (E3)

**Date PIA Completed:** July 25, 2018

### **OVERVIEW**

The Bureau for Economic Growth, Education, and Environment (E3) provides technical leadership, research, and field support for worldwide activities in the areas of Economic Growth and Trade, Infrastructure and Engineering, Education, Environment and Global Climate Change, Water, and Gender Equality and Women's Empowerment.

The E3 program office (PLC) supports leadership by providing staff reports of all hiring categories, whereabouts, as well as details of the support bureau staff provide to missions. PLC also supports missions by tracking their support requests, and supports Agency travelers by guiding them through the travel process, regardless of their employee type. A major purpose of the E3 pillar bureaus is to support the field, and one major way this is accomplished is by facilitating employee travel. An efficient and well organized system for tracking Employee travel is essential to this Program's operations, and is one major way supports USAID business functions.

### **AUTHORITY FOR COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION (PII)**

Foreign Assistance Act of 1961, as amended, especially sections 621 and 636(a) and Foreign Service Act of 1946, as amended, section 911, and Chapter 57, 5 U.S.C.

5 U.S.C. 301, Departmental Regulations; 5 U.S.C. Ch. 57, Travel, Transportation, and Subsistence; 22 U.S.C. Ch. 32, Foreign Assistance, Subchapter I, International Development; 22 U.S.C. 4081, Travel and Related Expenses.

### **INFORMATION COLLECTION (WHAT)**

The following data elements are collected: name, date of birth, place of birth, home phone number, personal cell phone number, personal email address, work phone number, work email address, passport number or Green Card number, security clearance, and emergency contact information.

## **INFORMATION COLLECTION (WHY)**

The UTRAMS application is intended to: a) populate E2E through a download operation for each travel request; b) complete the Electronic Country Clearance (eCC) documentation for non-domestic travel; and c) retain emergency contact information for each of the USAID travelers registered in UTRAMS.

## **AGENCY INTENDED USE**

Prior to UTRAMS, each participating Bureau developed distinct ways of handling their travel approval process, resulting in five distinct TRAMS maintained by E3. Maintaining five distinct TRAMS presented an unwieldy maintenance burden and does not have the advantage of sharing travel data and reports across the Bureaus. To solve these problems, the UTRAMS program was conceptualized.

UTRAMS is a program to unify all of the current individual TRAMS under one domain and user interface. Moreover, travel data, travel schedules, and travel reports will be shared across the participating bureaus.

## **INFORMATION SHARING**

No PII is shared outside of USAID.

## **NOTICE OF OPPORTUNITIES FOR CONSENT**

A Privacy Act Statement display prior to users entering their PII.

## **SYSTEM OF RECORDS NOTICE (SORN)**

[USAID 19 Travel & Transportation Records](#), 79 FR 78381 (Dec. 30, 2014).