



Privacy Impact Assessment of the Passport and Visa System (PAVS)

Program or application name:

Passport and Visa System

System Owner:

Board of Governors of the Federal Reserve System's (Board) Office of the Secretary

Contact information:

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Description of the IT system:

The Passport and Visa System (PAVS) tracks and manages requests for official passports and/or travel visas by Federal Reserve System employees who are traveling on behalf of the Federal Reserve Board of Governors (Board) or a Federal Reserve Bank. Federal Reserve employees (also known as "applicants") provide the Office of the Secretary staff ("staff") with the Passport Request Form containing the personal information necessary to meet the requirements of the State Department for issuance of an official passport. Applicants also provide such a Request Form to meet the requirements of foreign embassies for issuance of a visa. All personal

information is entered into PAVS by staff. The system automatically populates additional information when available from the internal personnel system.

PAVS generates a series of documents that comprise the cover letter and accompanying information for submission to the State Department. PAVS organizes the information required for travel visas by the various foreign embassies. All proof of citizenship material, the official passport, and the travel visas are returned to the applicant once processed. Office of the Secretary Staff enter the official passport number and visa information into PAVS. PAVS maintains a historical record of official passports and travel visas issued to those employees for operational efficiency purposes.

1. The information concerning individuals that is being collected and/or maintained:

The information collected and maintained in PAVS includes:

- a. Name;
- b. Title;
- c. Work Location and Address;
- d. Work Email;
- e. Work Phone Number;
- f. Grade Level;
- g. Assistant's Name and Phone Number;
- h. Date of Birth;
- i. Place of Birth;
- j. Employee Status (active/separated/retired);
- k. Sex;
- l. Official Passport Number, Type, Issue Date, and Expiration Date;
- m. Official Visa Number, Type, Issue Date, and Expiration Date;
- n. Countries and Cities to Visit;
- o. Purpose of Travel
- p. Travel Dates/Length of Stay (Arrivals and Departures); and
- q. Departure Date (To/From U.S. and Foreign Countries).

2. Source(s) of each category of information listed in item 1:

The personally identifiable information collected and maintained in PAVS is obtained from the Board's Passport Request Form, the official passport or visa, official authorization letters connected to a passport or visa, and from the internal personnel system. The Passport Request Form is completed by the applicant or by the applicant's authorized representative and staff from the Office of the Secretary. This information is provided by Federal Reserve System employees who request official passports and travel visas. When the official passport from the State Department or visas from foreign embassies are returned, the passport number and visa information is then entered into PAVS.

3. Purposes for which the information is being collected:

The Board's Office of the Secretary (OSEC) uses the personally identifiable information maintained in PAVS to process and track Federal Reserve System employee passport and travel visa requests with the U.S. Department of State and foreign embassies.

4. Who will have access to the information:

Access to the information collected and maintained in PAVS is generally limited to authorized OSEC staff who have a need for the information for official purposes. In addition, this information may be disclosed for the purposes set forth in the System of Records entitled BGFRS-11, "FRB-Official General Files."

5. Whether the individuals to whom the information pertains have an opportunity to decline to provide the information or to consent to particular uses of the information (other than required or authorized uses.)

Individuals may elect not to submit the information into PAVS or to fill out the Board's Passport Request Form. However, declining to submit information into PAVS or to fill out the Passport Request Form will result in the individual's inability to obtain an official passport and/or travel visa for travel on behalf of the Board or a Federal Reserve Bank.

6. Procedure(s) for ensuring that the information maintained is accurate, complete and up-to-date:

The personally identifiable information maintained in PAVS is generally obtained from Board employees or Bank employees requesting an official passport and/or travel visa for travel on behalf of the Board or a Federal Reserve Bank. Additional information is provided by the State Department. Clearing Section staff have the capability to update information within the system if they become aware that an employee's information changes or is incorrect.

7. The length of time the data will be retained and how will it be purged:

Information in PAVS is retained in accordance with the National Archives and Records Administration's General Records Schedule 2.2, item 090 for 3 years or upon employee separation or transfer, whichever is sooner; and may be retained longer if necessary for administrative or reference purposes.

