

E2 Solutions

PRIVACY IMPACT ASSESSMENT (PIA) SUMMARY

System Name: E2 Solutions

Managing Office: E2 Helpdesk

Date PIA Completed: September 14, 2010

OVERVIEW

E2 Solutions is an end-to-end Web-based travel and expense management tool which allows for paperless travel authorization/voucher routing, calculation of per diem, obligation of funds, receipts imaging, and voucher disbursement. It is used to create a travel authorization and process travel reimbursement as well as to create a profile for travel reservations, authorizations, and create expense reports.

AUTHORITY FOR COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION (PII)

The Office of Security (SEC) gets its legal authority for maintaining this system from the Intelligence Reform and Terrorism Prevention Act of 2004 (Public Law 108-458).

INFORMATION COLLECTION (WHAT)

- Name: First Middle and Last
- Employee Identification Number (Phoenix assigned ID)
- Travel Charge Card or Personal Credit card number
- Office mailing address and e-mail address
- Phone#
- Passport#
- Date of Birth

INFORMATION COLLECTION (WHY)

Information is used to create a profile which is required for preparing travel documents (i.e. authorization and vouchers)

AGENCY INTENDED USE

Information is used to create a profile which is required for preparing travel documents (i.e. authorization and vouchers).

INFORMATION SHARING

The information will be shared with travel arrangers, system administrators, supervisors, finance, auditors who are granted access to their profile.

NOTICE OF OPPORTUNITIES FOR CONSENT

There is no opportunity to decline to provide the requested information. The use of this system is mandatory in order to travel for the government.

INFORMATION SECURITY

Users can only gain access to specific information based on their access level and permissions granted by the system administrator. Users are notified via e-mail if access is granted to another user to view/change their personal information. Access to the system is controlled by individual login IDs and passwords, access levels, and routing levels. Passwords expire every 90 days. Moreover, access is only granted after submission of an E2 application approved by the user's supervisor or management official. The information is secured through the GSA Master Contract.

The USAID E2 Helpdesk runs user level reports periodically and disables old accounts.

At the login screen, E2 Solutions also provides a Privacy Act notice and link.

SYSTEM OF RECORDS NOTICE (SORN)

Yes. A.I.D. 19 – Travel and Transportation records is the applicable “Systems of Records Notice”