

DRAFT SORN - AWAITING PRA APPROVAL OF COLLECTION

DMDC 18 DoD

System name:

Synchronized Predeployment and Operational Tracker Enterprise Suite (SPOT-ES) Records.

System location:

U.S. Army Acquisition, Logistics and Technology Enterprise Systems and Services (ALTESS), Product Director ALTESS, Caller Service 4, Radford Army Ammunition Plant, Building 450, Radford, VA 24143-0004.

Defense Information Systems Agency Defense Enterprise Computing Centers, 3990 E. Broad Street, Building 23, Columbus, OH 43213-1152, or similar certified Defense/Federal Network Enclave facility.

Stand-alone Joint Asset Movement Management System (JAMMS) machines are deployed to National Deployment Centers, Central Issue Facilities and high-traffic area locations in contingency, humanitarian, peacekeeping, and disaster relief areas of operations. A list of locations can be made available by submitting a request in writing to the system manager.

Categories of individuals covered by the system:

Department of Defense (DoD), Department of State (DOS) and United States Agency for International Development (USAID) contractor personnel supporting contingency, humanitarian, peacekeeping, and disaster relief operations both within and outside of the United States (U.S.), and during other missions or scenarios.

DoD military and civilian employees supporting contingency, humanitarian, peacekeeping, and disaster relief operations both within and outside of the U.S., and during other missions or scenarios.

DOS and USAID civilian employees supporting contingency operations led by DoD or the DOS Office of Security Cooperation outside of the U.S., e.g., Iraq and Afghanistan.

Other Federal Agencies including the Department of Interior, Department of Homeland Security, Department of Treasury, Department of Justice, Department of Health and Human Services, Environmental Protection Agency, Department of Transportation, Department of Energy, and General Services Administration may use the system to account for their Government civilian and contractor personnel when supporting contingency, humanitarian, peacekeeping and disaster relief operations both within and outside of the U.S.

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Civilian organizations and private citizens, including first responders, who are in the vicinity, are supporting, or are impacted by contingency, humanitarian, or disaster relief operations and transit through a JAMMS workstation.

Categories of records in the system:

Individual profile data:

For contractor personnel, full name of the individual; blood type; Social Security Number (SSN), DoD identification (ID) number, Federal/foreign ID number, or Government-issued ID number, such as passport and/or visa number; category of person (contractor); home, office, and deployed telephone numbers; home and deployed address; home, office, and deployed e-mail addresses; emergency contact name and telephone numbers; next of kin name, phone number and address; duty location and duty station; travel authorization documentation, i.e., Letters of Authorization (LOAs), air travel itineraries, and movements in the area of operations; in-theater and Government authority points of contact; security clearance information; and pre-deployment processing information, including completed training certifications. Contractor personnel performing private security functions: Type of media used to collect identity and the document ID. Authorized weapons and equipment, and other official deployment-related information, such as types of training received.

Contract information data:

Contract number, contractor company name, contract capabilities, contract value, contract/task order period of performance, theater business clearance, and contact name, office address and phone number.

For DoD military and civilian personnel, full name; SSN, DoD ID number; category of person (civilian or military), and movements in the area of operations.

For other Federal agency personnel, full name; SSN; Government-issued ID number (such as passport and/or visa number); category of person (Federal civilian), and movements in the area of operations.

For non-Government personnel, full name, Government-issued ID number (such as passport and/or visa number), and movements in the area of operations.

Authority for maintenance of the system:

10 U.S.C. 2302, note, Contracts in Iraq and Afghanistan and Private Security Contracts in Areas of Other Significant Military Operations; 10 U.S.C. 133, Under Secretary of Defense for Acquisition, Technology and Logistics; DoD Instruction 3020.41, Operational Contract Support (OCS); DoD Directive 3020.49, Orchestrating, Synchronizing, and Integrating Program Management of

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Contingency Acquisition Planning and Its Operational Execution; DoD Instruction 3020.50, Private Security Contractors (PSCs) Operating in Contingency Operations, Humanitarian or Peace Operations, or Other Military Operations or Exercises; DoD Directive 1404.10, DoD Civilian Expeditionary Workforce; DoD Directive 1000.25, DoD Personnel Identity Protection (PIP) Program; DoD Instruction 6490.03, Deployment Health; DoD Implementation Guidance for SPOT, Office of the Assistant Secretary of the Army for Acquisition, Logistics and Technology (OUSD (ATL)) Memo on Acquisition Support Center Deployment Cell; and E.O. 9397 (SSN), as amended.

Purpose(s):

The Synchronized Predeployment and Operational Tracker (SPOT) allows federal agencies and Combatant Commanders the ability to plan, manage, track, account for, monitor and report on contracts, companies and contractor employees during planning, operation and drawdown of any contingency, peacekeeping, humanitarian, or disaster-recovery operation both within and outside of the U.S. SPOT is a web-based system providing a repository of military, Government civilian and contractor personnel and contract information for DoD, DOS, USAID and other Federal Agencies and Combatant Commanders to centrally manage their deploying, deployed and redeploying assets via a single authoritative source for up-to-date visibility of personnel assets and contract capabilities. Also used as a management tool for statistical analysis, tracking, reporting, evaluating program effectiveness and conducting research.

The Total Operational Picture Support System (TOPSS) web-based application integrates the information in SPOT to provide trend analysis, widgets and reports from different views based on the user access level and parameters selected to support DoD, DOS, USAID, other Federal Agencies and theater commander requirements.

JAMMS is a stand-alone application that scans identity credentials (primarily held by military, Government civilians and contractors) at key decentralized locations, such as dining facilities, billeting, central issue facilities and aerial ports of debarkation. Also used as a management tool for statistical, tracking, reporting, evaluating program effectiveness and conducting research.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

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In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, the records contained herein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

To DOS and USAID to account for their Government civilian and contractor personnel supporting contingency operations outside of the U.S., and to determine status of processing and deployment documentation, contracts, weapons and equipment, current and historical locations, company or organization where an individual is employed, and contact information.

To Federal agencies listed in the categories of individuals covered by the system to account for their Government civilian and contractor personnel when supporting contingency, humanitarian, peacekeeping and disaster relief operations both within and outside of the U.S.

To contractor companies to account for their employees during contingency, humanitarian, peacekeeping and disaster relief operations both within and outside of the U.S.

To applicable civilian organizations to account for their personnel located in a contingency area.

To applicable facilities managers where JAMMS are installed to account for Government services consumed and depict usage trends.

The DoD Blanket Routine Uses set forth at the beginning of the Office of the Secretary of Defense (OSD) compilation of systems of records notices may apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Electronic storage media.

Retrievability:

Within SPOT: first name, last name, SSN, LOA number, DoD ID number, or foreign ID number.

Within TOPSS: produces pre-generated, standard reports that use selected search parameters including first name and last name.

Within JAMMS: Information may be retrieved at the specific machine used by last name at that location within specified start and ending dates.

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Safeguards:

Electronic records in SPOT and TOPSS are maintained in a Government-controlled area accessible only to authorized personnel. Entry to these areas is restricted to those personnel with a valid requirement and authorization to enter. Physical entry is restricted by the use of lock, guards, and administrative procedures. Access to any specific record is based on the need-to-know and the specific level of authorization granted to the user. Physical and electronic access is restricted to designated individuals having a need-to-know in the performance of official duties. Access to personal information is further restricted by the use of Public Key Infrastructure or login/password authorization. Information is accessible only by authorized personnel with appropriate clearance/access in the performance of their duties. Once access is gained, the system is set with an automatic timeout period to reduce the opportunity for unauthorized access. Daily exports from JAMMS are uploaded, via encrypted file transfer, to SPOT as the mandated repository of information on contingency contract and contractor information.

For JAMMS, physical and electronic access is restricted to designated individuals having a need-to-know in the performance of official duties. Access to personal information is further restricted by the use of login/password authorization. Computers running the JAMMS software are located on Government installations where physical entry is restricted to authorized personnel based on administrative procedures. Each machine is physically secured with a combination lock and cable. While the computer is active, the view screen is oriented away from the cardholder, and access is controlled by an attendant on duty. While the data is at rest and when data is transferred to SPOT, the records are encrypted. Access to any specific record is based on an individual's need-to-know in the performance of their duties, their specific level of authorization and the appropriate security clearance.

Retention and disposal:

Permanent. Close all files upon end of individual's deployment. Transfer to the National Archives and Records Administration when 25 years old.

System manager(s) and address:

Deputy Director for Identity, Defense Manpower Data Center, 4800 Mark Center Drive, Alexandria, VA 22350-6000.

Notification procedure:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Deputy Director, Defense Manpower Data Center, DoD Center Monterey Bay, 400 Gigling Road, Seaside, CA 93955-6771.

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Requests should contain the individual's full name, last four digits of the SSN or DoD ID number, or federal/foreign ID number, current address, telephone number, when and where they were assigned during the contingency, and be signed.

Record access procedures:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Office of the Secretary of Defense/Joint Staff Freedom of Information Act, Requester Service Center, Office of Freedom of Information, 1155 Defense Pentagon, Washington, DC 20301-1155.

If you are a foreign national seeking access to your records, your request must be submitted under the Freedom of Information Act at the above address.

Requests should contain the individual's full name, last four digits of the SSN or DoD ID number or federal/foreign ID number, current address, telephone number, when and where they were assigned during the contingency, the name and number of this system of records notice, and be signed.

Contesting record procedures:

The OSD rules for accessing records, for contesting contents, and appealing initial agency determinations are contained in OSD Administrative Instruction 81; 32 CFR part 311; or may be obtained from the system manager.

Record source categories:

Individual's employer (military, Government civilians and contractor personnel) supporting contingency, humanitarian assistance, peacekeeping and disaster relief operations, and known locations in a Joint Operational Area.

Exemptions claimed for the system:

None.