

## PRIVACY IMPACT ASSESSMENT (PIA)

**PRESCRIBING AUTHORITY:** DoD Instruction 5400.16, "DoD Privacy Impact Assessment (PIA) Guidance". Complete this form for Department of Defense (DoD) information systems or electronic collections of information (referred to as an "electronic collection" for the purpose of this form) that collect, maintain, use, and/or disseminate personally identifiable information (PII) about members of the public, Federal employees, contractors, or foreign nationals employed at U.S. military facilities internationally. In the case where no PII is collected, the PIA will serve as a conclusive determination that privacy requirements do not apply to system.

**1. DOD INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME:**

Defense Personal Property System (DPS)

**2. DOD COMPONENT NAME:**

United States Transportation Command

**3. PIA APPROVAL DATE:**

02/24/22

### SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

**a. The PII is:** (Check one. Note: Federal contractors, military family members, and foreign nationals are included in general public.)

- From members of the general public  From Federal employees  
 from both members of the general public and Federal employees  Not Collected (if checked proceed to Section 4)

**b. The PII is in a:** (Check one.)

- New DoD Information System  New Electronic Collection  
 Existing DoD Information System  Existing Electronic Collection  
 Significantly Modified DoD Information System

**c. Describe the purpose of this DoD information system or electronic collection and describe the types of personal information about individuals collected in the system.**

DPS is a centralized, web-based system for the management of personal property household goods (HHG) shipments for the Department of Defense (DOD) and U.S. Coast Guard that provides real-time personal property shipment information and automates daily operations such as shipment processing, report generation, and costing pursuant to an individual's Permanent Change of Station (PCS) orders. DPS collects Personally Identifiable Information (PII) for the movement of HHG shipments to include payment to the carrier. The information allows DOD personnel to arrange for their shipments directly with Transportation Service Providers (TSPs) via the web and pay for services utilizing a third-party payment system (a web-based commercial business-to-business payment system). DPS provides financial data in Electronic Data Interchange (EDI) format to the Defense Finance and Accounting Services (DFAS) who use Social Security Numbers (SSN) for Servicemember, carrier, and agent payments, and provides data interfaces with other Service systems. The system also supports direct claims settlement for the customers.

PII Collected: Name, Citizenship, Employment Information, Home/Cell Phone, Mailing/Home Address, Official Duty Address, Passport Information (OCONUS only), Work E-mail Address, Birth Date, Marital Status, Official Duty Telephone Phone, Personal E-mail Address, Position/Title, Rank/Grade, DOD ID Number, Emergency Contract, Name(s) and Contact Information, and SSN (Full or in any form).

**d. Why is the PII collected and/or what is the intended use of the PII?** (e.g., verification, identification, authentication, data matching, mission-related use, administrative use)

DPS collects PII for an individual's identification and for processing of personal property shipments as per individual's PCS orders.

**e. Do individuals have the opportunity to object to the collection of their PII?**  Yes  No

(1) If "Yes," describe the method by which individuals can object to the collection of PII.

(2) If "No," state the reason why individuals cannot object to the collection of PII.

A prospective user submits an application (i.e., DD Form 1299, DD Form 2875) when requesting personal property shipment or storage. The forms advises the applicant, "DISCLOSURE is voluntary; however, failure to provide the requested information may delay shipping dates and impede storage arrangements." Many DOD Forms relevant to personal property shipments require Servicemembers to provide an SSN. In the Transportation Enhanced Access Management System (TEAMS), the system through which customers access DPS, if individuals decline to provide the PII requested, the individual will receive an error message and will not be able to proceed in DPS. The Personal Property Shipping Office (PPSO) will input the PII manually for the DOD customer in order to create an account, process the shipment, or complete the personal property move. This does not apply to U.S. Coast Guard members as they use an employee identification number. If the individual objects to PII collection, they can elect to move their personal property at their own expense or waive their personal property movement entitlement (i.e., not move their property at that time).

**f. Do individuals have the opportunity to consent to the specific uses of their PII?**  Yes  No

(1) If "Yes," describe the method by which individuals can give or withhold their consent.

(2) If "No," state the reason why individuals cannot give or withhold their consent.

A warning banner requires users to acknowledge and to inform each individual who supplies PII, what the authority is for data collection, the principle purpose or purposes for which the information is intended to be used, the routine uses of the information, and the effects on the individual, if any, of not providing all or any part of the requested information IAW the Privacy Act of 1974. DPS collects PII for personal property movement only.

**g. When an individual is asked to provide PII, a Privacy Act Statement (PAS) and/or a Privacy Advisory must be provided.** (Check as appropriate and provide the actual wording.)

Privacy Act Statement       Privacy Advisory       Not Applicable

**PRIVACY ACT STATEMENT:**

**AUTHORITY:** Public Law 100-562, Imported Vehicle Safety Compliance Act of 1988; 5 U.S.C. 5726, Storage Expenses, Household Goods and Personal Effects; 10 U.S.C. 113, Secretary of Defense; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 8013, Secretary of the Air Force; 19 U.S.C. 1498, Entry Under Regulations; 37 U.S.C. 406, Travel and Transportation Allowances, Dependents, Baggage and Household Effects; Federal Acquisition Regulation (FAR); Joint Federal Travel Regulation (JTR), Volumes I and II; DOD Directive 4500.9E, Transportation and Traffic Management; DOD Directive 5158.4, United States Transportation Command; DOD Instruction 4500.42, DOD Transportation Reservation and Ticketing Services; DOD Regulation 4140.1, DOD Materiel Management Regulation; DOD Regulation 4500.9, Defense Transportation Regulation; and DOD Regulation 4515.13-R, Air Transportation Eligibility. Executive Orders 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act. Privacy Act Information. The information accessed through this system is For Official Use Only and must be protected IAW DOD Directive 5400.11 and DOD 5400.11-R, DOD Privacy Program. Authority: The Privacy Act of 1974, as amended. 5 U.S.C 552a.

**PRINCIPAL PURPOSES:** TEAMS: PII is collected for movement of personal property shipments to include payment of carrier. It also provides financial data in EDI format to the DFAS for carrier and agent payments and provides data interfaces with other Service systems. DPS: Use of information in this system is restricted to DPS account holders and requires Joint Program Management Office HHGs written consent for disclosure.

**ROUTINE USES:** Transportation Service Providers, General Services Administration (GSA), U.S. Department of Homeland Security, U.S. Coast Guard, U.S. Customs and Border Protection, and Department of State.

**DISCLOSURE:** Disclosure of this information is voluntary; however, failure to provide the requested information may delay shipping dates and impede storage arrangements.

**h. With whom will the PII be shared through data/system exchange, both within your DoD Component and outside your Component?**

(Check all that apply)

- |   |          |  |
|---|----------|--|
| <input checked="" type="checkbox"/> Within the DoD Component  | Specify. | U.S. Transportation Command (USTRANSCOM)   |
| <input checked="" type="checkbox"/> Other DoD Components (i.e. Army, Navy, Air Force)   | Specify. | Defense Information Systems Agency (DISA), Military Surface Deployment and Distribution Command (SDDC), Defense Finance and Accounting Services (DFAS), U.S. Navy, U.S. Marine Corps, U.S. Army, and U.S. Air Force. The Services' Personal Property Processing Offices (PPPO), Personal Property Shipping Offices (PPSO), and Military Claims Offices (MCO).          |
| <input checked="" type="checkbox"/> Other Federal Agencies (i.e. Veteran's Affairs, Energy, State)  | Specify. | General Services Administration (GSA), U.S. Coast Guard, Homeland Security, Department of State, and U.S. Customs and Border Protection.   |
| <input type="checkbox"/> State and Local Agencies   | Specify. |  |
| <input checked="" type="checkbox"/> Contractor (Name of contractor and describe the language in the contract that safeguards PII. Include whether FAR privacy clauses, i.e., 52.224-1, Privacy Act Notification, 52.224-2, Privacy Act, and FAR 39.105 are included in the contract.) | Specify. | The DPS contractor is CACI. The contract contains 52.224-1 and 52.224-2. The contractor shall comply with Federal Information Processing Standards (FIPS) and Federal laws and regulations that affect IT systems operations. Examples are the Privacy Act of 1974, the Computer Security Act of 1987, and the Joint Financial Management Improvement Program (JFMIP). |
| <input checked="" type="checkbox"/> Other (e.g., commercial providers, colleges).   | Specify. | Multiple TSPs/Carriers (887); TSPS/U.S. Bank - Privacy Act Notice.   |

**i. Source of the PII collected is:** (Check all that apply and list all information systems if applicable)

- Individuals
- Existing DoD Information Systems
- Other Federal Information Systems
- Databases
- Commercial Systems

Individual DOD customer submits name, SSN, phone, address, spouse name, emergency contact, and email address as part of the TEAMS registration process. The DPS collects rank/pay grade and employment information during orders processing from official orders.

**j. How will the information be collected?** (Check all that apply and list all Official Form Numbers if applicable)

- E-mail
- In-Person Contact
- Fax
- Information Sharing - System to System
- Other (If Other, enter the information in the box below)
- Official Form (Enter Form Number(s) in the box below)
- Paper
- Telephone Interview
- Website/E-Form

PCS Orders (AF Form 899, CG-5131 (EIN #), NAVPERS 7041/1, USMC Web Orders, and DD Form 1614), DD Forms 1299, 1671, 1796, 1797, 1857, 2278, 619-1, 1252, 1252-1, 1351-2, and ATF F6 Part II.

**k. Does this DoD Information system or electronic collection require a Privacy Act System of Records Notice (SORN)?**

A Privacy Act SORN is required if the information system or electronic collection contains information about U.S. citizens or lawful permanent U.S. residents that is retrieved by name or other unique identifier. PIA and Privacy Act SORN information must be consistent.

- Yes
- No

If "Yes," enter SORN System Identifier

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or <http://dpcl.dod.mil/Privacy/SORNs/>  
or

If a SORN has not yet been published in the Federal Register, enter date of submission for approval to Defense Privacy, Civil Liberties, and Transparency Division (DPCLTD). Consult the DoD Component Privacy Office for this date

If "No," explain why the SORN is not required in accordance with DoD Regulation 5400.11-R: Department of Defense Privacy Program.

**l. What is the National Archives and Records Administration (NARA) approved, pending or general records schedule (GRS) disposition authority for the system or for the records maintained in the system?**

(1) NARA Job Number or General Records Schedule Authority.

(2) If pending, provide the date the SF-115 was submitted to NARA.

(3) Retention Instructions.

The DPS system does not require NARA pursuant to the Personal Property Systems' Records Management Plan. IAW CJCSM 5760.01 Vol 1 and 2, 0600-03-G, records maintained in DPS are considered temporary. System records are purged IAW Revised Document Retention Periods for Financial Records Memo, dated 2015. The Command Records Manager processes systems identified without the NARA schedule requirements.

**m. What is the authority to collect information? A Federal law or Executive Order must authorize the collection and maintenance of a system of records. For PII not collected or maintained in a system of records, the collection or maintenance of the PII must be necessary to discharge the requirements of a statute or Executive Order.**

- (1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be similar.
- (2) If a SORN does not apply, cite the authority for this DoD information system or electronic collection to collect, use, maintain and/or disseminate PII. (If multiple authorities are cited, provide all that apply).
  - (a) Cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.
  - (b) If direct statutory authority or an Executive Order does not exist, indirect statutory authority may be cited if the authority requires the operation or administration of a program, the execution of which will require the collection and maintenance of a system of records.
  - (c) If direct or indirect authority does not exist, DoD Components can use their general statutory grants of authority ("internal housekeeping") as the primary authority. The requirement, directive, or instruction implementing the statute within the DoD Component must be identified.

Public Law 100-562, Imported Vehicle Safety Compliance Act of 1988; 5 U.S.C. 5726, Storage Expenses, Household Goods and Personal Effects; 10 U.S.C. 113, Secretary of Defense; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 8013, Secretary of the Air Force; 19 U.S.C. 1498, Entry Under Regulations; 37 U.S.C. 406, Travel and Transportation Allowances: Dependents, Baggage and Household Effects; Federal Acquisition Regulation (FAR); Joint Travel Regulation (JTR); DOD Directive 4500.9E, Transportation and Traffic Management; DOD Directive 5158.4, United States Transportation Command; DOD Instruction 4140.1, DOD Supply Chain Material Management; DTR 4500.9-R, Defense Transportation Regulation; and DOD Instruction 4515.13, Air Transportation Eligibility; and DOD Directive 4500.57, Transportation and Traffic Management.

**n. Does this DoD information system or electronic collection have an active and approved Office of Management and Budget (OMB) Control Number?**

Contact the Component Information Management Control Officer or DoD Clearance Officer for this information. This number indicates OMB approval to collect data from 10 or more members of the public in a 12-month period regardless of form or format.

Yes     No     Pending

- (1) If "Yes," list all applicable OMB Control Numbers, collection titles, and expiration dates.
- (2) If "No," explain why OMB approval is not required in accordance with DoD Manual 8910.01, Volume 2, "DoD Information Collections Manual: Procedures for DoD Public Information Collections."
- (3) If "Pending," provide the date for the 60 and/or 30 day notice and the Federal Register citation.

0704-0531, expired on 31 October 2017. The Command Records Manager will assist to renew the OMB Control Number.