

## Unified Commands (COCOMS)

FTRANSCOM 01 DoD

### SYSTEM NAME:

Defense Transportation System (DTS) Records (September 26, 2014, 79 FR 57893)

### SYSTEM LOCATION:

Installation Transportation Offices, Joint Personal Property Shipping Offices, Aerial and Surface Ports of Embarkation/Debarcation, and other Department of Defense organizations and elements world-wide responsible for manifesting and processing individuals and personal property being transported in the Defense Transportation System (DTS). Addresses may be obtained from the Commander, United States Transportation Command, Attn: TCJ4-P, 508 Scott Drive, Scott AFB, IL 62225-5357.

### CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individuals authorized to travel in the DTS as well as individuals whose personal property is being transported in the DTS.

### CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, rank, unit identification code (UIC), Service affiliation, personal identifiers (such as Social Security Number (SSN), DoD ID Number, Employee Identification Number (EIN), military identification, passport number, blood type, driver's license number, address, telephone number, e-mail address, emergency contact information) and other information relating to the movement of individuals and personal property in the DTS.

### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

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. 476, 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; DoD Regulation 4515.13-R, Air Transportation Eligibility; and E.O. 9397 (SSN), as amended.

### PURPOSE(S):

To schedule the movement of individuals, and the movement and storage of personal property being transported in the DTS; to manifest and screen individuals and personal property being transported; to verify eligibility for transportation for customs, immigration and transportation security purposes, as well as to manage and optimize DoD transportation resources; to identify and trace lost shipments; to submit claims for damaged or lost shipments; to facilitate payment of commercial transportation service providers; and to monitor effectiveness of traffic management functions.

## **ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

To private sector commercial transportation service providers, who are under contract with the DoD for shipment/storage of personal property, to identify ownership, schedule pickup and delivery of personal property, to include privately owned vehicles, motorcycles, and house trailers/motor homes, Bill of Lading for services rendered, personal property counseling checklist.

To U.S. Customs and Border Protection Declaration for personal property shipments, re-weigh of personal property, shipment evaluation and inspection reports, receipt for unaccompanied baggage, mobile home inspection record, temporary commercial storage at Government expense, accessorial services-mobile home, report of contractor services, and claims for loss and damage.

To create manifests on individuals and personal property being transported in the DTS and to disclose information to other federal agencies in order to screen them for customs, immigration, and transportation security purposes, as well as to manage and optimize DoD transportation resources.

To the designated authorized carriers under DoD contract and DoD authorizing activity, emergency contact information in the event of an emergency.

To other Federal agencies in order to manage and optimize DoD transportation resources, and to provide customs, immigration, and transportation security screening.

To the Department of State to locate individuals in the DTS.

To General Service Administration and Defense Government Accounting Activities for processing government Bills of Lading.

The Department of Defense Blanket Routine Uses may apply to this system.

## **POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

### **STORAGE:**

Paper records in file folders and electronic storage media.

### **RETRIEVABILITY:**

Individual's name, SSN or other identifying number such as a military identification, driver's license, DoD ID Number or passport number; blood type, address, e-mail address, telephone number, or emergency contact information.

**SAFEGUARDS:**

Records are maintained in a secured environment accessible to authorized personnel having an official need-to-know. Automated segments are further protected by secure log-in, passwords, and Common Access Card.

**RETENTION AND DISPOSAL:**

Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

**SYSTEM MANAGER(S) AND ADDRESS:**

Commander, United States Transportation Command, Attn: TCJ4-P, 508 Scott Drive, Scott AFB, IL 62225-5357.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine if information about themselves is contained in this system should address written inquiries to Commander, United States Transportation Command, Attn: TCJ4-P, 508 Scott Drive, Scott AFB, IL 62225-5357.

Requests should contain full name, SSN, current address and telephone number, and any information which will assist in locating the records requested (e.g. type of shipment, origin, destination, date of application).

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to Commander, United States Transportation Command, Attn: TCJ4-P, 508 Scott Drive, Scott AFB, IL 62225-5357.

Requests should contain full name, SSN, current address and telephone number, and any information which will assist in locating the records requested (e.g. type of shipment, origin, destination, date of application).

**CONTESTING RECORD PROCEDURES:**

The USTRANSCOM rules for accessing records and for contesting and appealing initial agency determinations may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

From the individual completing application for entry into the Defense Transportation System and from the private sector transportation service provider.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.