

## 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:**

Cargo Movement Operations System

**2. DOD COMPONENT NAME:**

United States Air Force

**3. PIA APPROVAL DATE:**

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

**a. The PII is:** (Check one. Note: foreign nationals are included in general public.)

- |  |  |
|--|--|
| <input type="checkbox"/> From members of the general public  | <input type="checkbox"/> From Federal employees and/or Federal contractors |
| <input checked="" type="checkbox"/> From both members of the general public and Federal employees and/or Federal contractors | <input type="checkbox"/> Not Collected (if checked proceed to Section 4)   |

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

- |  |   |
|--|---|
| <input type="checkbox"/> New DoD Information System                    | <input type="checkbox"/> New Electronic Collection      |
| <input checked="" type="checkbox"/> Existing DoD Information System    | <input type="checkbox"/> Existing Electronic Collection |
| <input type="checkbox"/> 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.**

CMOS provides the capability to effectively plan, document, and manage outbound and inbound cargo and to plan, schedule, and monitor the execution of transportation activities in support of deployment and reception of forces. The system accumulates and aggregates shipment data, tracks the completion of transportation actions, prepares and prints movement documentation, prepares and transmits advance shipment notification to all involved activities, and prepares and transmits system reports. System records are used to determine passenger movement trends and prepare aircraft manifests.

Information collected includes full name, personal identification (Social Security Number (SSN), or DoDID (EDIPI), or passport number), grade, travel order, transportation authorizations, seats required, origin, destination, requested travel dates, routing indicator (identifies the activity/installation requesting the reservation), cancellation and standby codes (identifies the reason the passenger did not depart as scheduled), flight number, departure date and reporting time, and administrative coding (such as a Leave Form number) as appropriate.

**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)

Authentication and validation of passenger identity for movement on military and commercial aircraft.

**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.

Per Defense Transportation Regulation Part 1, Chapter 103 (A 6c (17), Passenger Movement (22 February 2017), the following personal information is mandatory: DoDID or Social Security Number (SSN); Rank; Service Code Army (A), Air Force (AF), Navy (N), Marine Corps (MC), Coast Guard (CG), Civilian (CIV); Last Name; First Name; Middle Initial; Gender Male (M) or Female (F); The name and telephone number of an emergency contact not traveling with the passenger.

Document can be obtained from the following URL: [https://www.ustranscom.mil/dtr/part-i/dtr\\_part\\_i\\_103.pdf](https://www.ustranscom.mil/dtr/part-i/dtr_part_i_103.pdf).

**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.

Per Defense Transportation Regulation Part 1, Chapter 103 (A 6c (17), Passenger Movement (22 February 2017), the following personal information is mandatory: DoDID or Social Security Number (SSN); Rank; Service Code Army (A), Air Force (AF), Navy (N), Marine Corps (MC), Coast Guard (CG), Civilian (CIV); Last Name; First Name; Middle Initial; Gender Male (M) or Female (F); The name and telephone number of an emergency contact not traveling with the passenger.

Document can be obtained from the following URL: [https://www.ustranscom.mil/dtr/part-i/dtr\\_part\\_i\\_103.pdf](https://www.ustranscom.mil/dtr/part-i/dtr_part_i_103.pdf)

**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

Authority: 10 U.S.C. 8013, Secretary of the Air Force; DoD 4500.9R, Defense Transportation Regulation; Air Force Program Management Directive #5272(2)/38610F, Cargo Movement Operations System; and E.O. 9397 (SSN), as amended.

Purpose: Data is collected to authenticate and manifest personnel moving within the Defense Transportation Network

Routine Uses: This information is electronically transmitted to the Global Air Transportation Execution System (GATES) and Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC) for manifest management. In the case of an incident such as a crash, the manifest is given to the Federal Aviation Administration (FAA) for notification of the listed passenger emergency contacts.

Disclosure: Mandatory; Failure to provide the required information will result in the passenger not being allowed on the flight.

**h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component? (Check all that apply)**

- Within the DoD Component      Specify.
- Other DoD Components      Specify.
- Other Federal Agencies      Specify.
- State and Local Agencies      Specify.
- 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.
- Other (e.g., commercial providers, colleges).      Specify.

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

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

The PII is collected from existing DoD information System (Deliberate Crisis Action Planning and Execution Segments - DCAPES) and used to manifest passengers on military and commercial aircraft.

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

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

**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.

**I. 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.

Retained IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedules:  
T 24 - 01 R 03.00 T 24 - 01 R 04.00 T 24 - 01 R 09.00 T 24 - 01 R 10.00 T 24 - 02 R 01.00

**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.

DoD/AF privacy laws, regulations, or mandates apply. 10 U.S.C. 8013, Secretary of the Air Force; DoD 4500.9R, Defense Transportation Regulation; Air Force Program Management Directive #5272(2)/38610F, Cargo Movement Operations System; and E.O. 9397 (SSN), as amended.

**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.

CMOS is a DoD joint-use, AF-managed combat support system and is not a public information collection system.