

## 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:**

Integrated Computerized Deployment System (ICODES)

**2. DOD COMPONENT NAME:**

United States Transportation Command

**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.)

- From members of the general public  From Federal employees and/or Federal contractors  
 From both members of the general public and Federal employees and/or Federal contractors  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.**

ICODES is a multi-conveyance load planning and unit move system. The system uses Transportation Control Number (TCN) data collected from a feeder system to facilitate accurate load selection and placement aboard a planned conveyance. An individual's Social Security Number (SSN) is embedded within the TCN. ICODES user data contains the User Cert Id value from their Common Access Card (CAC) card that embeds the DoDID. Components throughout ICODES employ the User Cert Id to reference users within their own tablespace. Lastly, DoDIDs are collected to produce and transmit passenger (PAX) manifests.

No other PII is required or used within the system.

**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)

User info PII in the form of DoDIDs is needed to authenticate users. Passenger PII in the form of DoDIDs is needed for PAX manifesting TCNs which may contain SSN for personal property shipments are needed because TCN is the primary key identifier for shipments in the DTS and is required in near every report and interface.

**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.

PAX Manifest PII is collected at check-in for boarding within ICODES SSDM. SSDM users are notified to display a notice to passengers that they don't have to provide their PII, which can be printed from SSDM for display. The DoDID in User information is necessary for system security and authentication with ETA. SSNs could be feed through TCNs into ICODES from other systems.

**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.

The PII for PAX manifesting is gathered by passengers inserting their CAC card, or not. The PII for User information is obtained from ETA, personnel can opt to not have an ETA account, in which case they cannot access ICODES. The PII that can be found in TCNs is gathered outside of ICODES context.

**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

PII collection device used by the originating (feeder) system is DD FORM 1299, APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY. Information provided to an individual is as follows:

PRIVACY ACT STATEMENT

AUTHORITY: 37 USC 406, 5 USC 5726.

PRINCIPAL PURPOSE(S): Primarily used for evaluating requests submitted by Service members and eligible individuals for shipment and/or storage of personal property. Also used to prepare the Government bill of lading and other shipping documents (as applicable) to move the personal property. Used by the Finance Office for collection from the member in case goods to be shipped exceed Government entitlement limits.

ROUTINE USE(S): DD Form 1299 is provided to commercial carriers and shipping agents as the official shipping and storage order.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay shipping dates and impede storage arrangements.

No information is provided to ICODES users logging in with their CAC card

A Privacy Advisory that can be printed to display to passengers for PAX manifesting was crafted by USTRANSCOM security personnel.

**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

PII is collected via system interface with the DOD transportation system, Global Air Transportation Execution System (GATES), in the form of Personal Property Shipment Transportation Control Numbers (TCNs) which include individuals' Social Security Numbers SSNs.

PII in the form of ICODES user DoDIDs is collected via system interface with ETA.

PII in the form of air passenger DoDIDs is collected by ICODES SSDM by passengers inserting their CAC into a card reader attached to the computer running ICODES.

**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)

Other is via CAC reader

**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://dpold.defense.gov/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.

Systems that have been identified without the proper schedule requirements with NARA will be processed by the Command Records Manager upon further training & resources. This Process will be sent to the Program Manager once established.

**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 Federal Travel Regulation (JTR), Volumes I and II; DODD 4500.9E, Transportation and Traffic Management; DODD 5158.4, United States Transportation Command; DODI 4140.01, DOD Supply Chain Material Management; DTR 4500.9-R, Defense Transportation Regulation; and DODI 4515.13, Air Transportation Eligibility; DODD 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.

Systems that have been identified without the proper OMB Control Number requirements will be processed by the Command Records Manager upon further training & resources. This Process will be sent to the Program Manager once established.