

## 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:**

Distribution Component Billing System (DCBS)

**2. DOD COMPONENT NAME:**

United States Transportation Command

**3. PIA APPROVAL DATE:**

10/04/22

### 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.**

DCBS collects Personally Identifiable Information (PII), including SSNs, to:

- a. Positively identify DCBS users using their DOD identification number and SSN to apply for DOD air travel.
- b. Display aircraft manifests processed by Global Air Transportation Execution System (GATES) for passenger identification processing and movement on military aircraft, commercial contract (charter) aircraft, and on seats reserved on regularly scheduled commercial aircraft at military and civilian airports during peacetime operations, contingencies, or war.
- c. Display aircraft manifests processed by GATES relating to the movement of personal property and human remains.
- d. Ensure DOD airlift service customers can verify, authenticate, and process detailed billing information against travel orders and DTS requests before making payment, to ensure accurate processing (billing and collection) of passenger and cargo mission details for accurate billing and revenue.
- e. Provide a billed customer the ability to review completed manifests or return the organization and station names of aerial ports.

DCBS has numerous other existing DOD information system interfaces, but no others involve the transfer of PII.

**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)

DCBS collects PII to ensure DOD airlift service customers can verify, authenticate, and process detailed billing information against travel orders and DTS requests before making payment, to ensure accurate processing (billing and collection) of passenger and cargo mission details for accurate billing and revenue. The source of all PII within DCBS is via interface with the DTS and GATES via discreet, encrypted daily secure file transfer. DCBS has numerous other system interfaces, but no others involve the transfer of PII.

**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.

Airlift users do not have the opportunity to object directly to the use of their PII by DCBS. DCBS receives PII through interfaces with the Defense Travel System (DTS) and GATES; therefore, DCBS has no direct or indirect contact with the individuals concerned. The Privacy Act statement is displayed for the applicants at all the passenger terminals of the collection of personal information. If an individual objects to collection at those collection points, failure to provide the information could result in them not being accepted for travel on military aircraft. As noted in DCBS, a user's Privacy Act information disclosure "[i]s voluntary, however, failure to provide all of the requested information may preclude the processing of both the travel request and the claim for reimbursement."

**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.

In so far as airlift users that object to the use of their PII have the choice to not use DOD airlift services. Upon review of DTS and GATES screens regarding PII and its collection and use, the system displays a Privacy Act statement for the applicants at all the passenger terminals of the collection of personal information.

**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

GATES and DTS provides the following Privacy Act Statements in the forms.

Privacy Act statement reads as follows:

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 8013.

PRINCIPAL PURPOSE: To apply for air travel. DOD ID and SSN are needed for positive identification.

ROUTINE US(S): Records from this system of records may be disclosed for any of the blanket routine uses published by the U.S. Air Force.

DISCLOSURE IS VOLUNTARY: Failure to provide the information may result in member not being accepted for travel on military aircraft. Disclosure of DOD ID and SSN is voluntary.

**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. | AMC, USTRANSCOM   |
| <input checked="" type="checkbox"/> Other DoD Components (i.e. Army, Navy, Air Force)   | Specify. | Defense Finance and Accounting Service, Department of Services, which utilize airlift services.   |
| <input checked="" type="checkbox"/> Other Federal Agencies (i.e. Veteran's Affairs, Energy, State)  | Specify. | Federal Agencies that utilize DOD/AMC airlift services for passenger travel must provide PII via DTS and will be detail-billed via DCBS.  |
| <input checked="" type="checkbox"/> State and Local Agencies  | Specify. | State and Local Agencies that utilize DOD/AMC airlift services for passenger travel must provide PII via DTS and will in turn be detail-billed via DCBS   |
| <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. | Peraton provides DCBS operations and maintenance services. The current DCBS contract states: "The Contractor shall provide for the handling and safeguarding of all classified or sensitive but unclassified information IAW AF standards for storing, processing, and handling classified information and systems. The contractor personnel shall have the appropriate security clearance for the facilities in which the work is required." |
| <input type="checkbox"/> 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)

- |  |   |
|--|---|
| <input type="checkbox"/> Individuals                                 | <input type="checkbox"/> Databases          |
| <input checked="" type="checkbox"/> Existing DoD Information Systems | <input type="checkbox"/> Commercial Systems |
| <input type="checkbox"/> Other Federal Information Systems           |   |

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

- |   |  |
|---|--|
| <input type="checkbox"/> E-mail   | <input type="checkbox"/> Official Form (Enter Form Number(s) in the box below) |
| <input type="checkbox"/> In-Person Contact  | <input type="checkbox"/> Paper   |
| <input type="checkbox"/> Fax  | <input type="checkbox"/> Telephone Interview                                   |
| <input checked="" type="checkbox"/> Information Sharing - System to System        | <input type="checkbox"/> Website/E-Form  |
| <input type="checkbox"/> Other (If Other, enter the information in the box below) |  |

The source of all PII within DCBS is via interface to the GATES and DTS systems via discrete, daily secure file transfer. DCBS has numerous other existing DOD information system interfaces, but no others involve the transfer of PII. The source of all PII within DCBS is via interface with the DTS and GATES via discreet, encrypted daily secure file transfer.

**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://dpclid.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.

**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.

**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. 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-R, Defense Transportation Regulation; and DOD Instruction 4515.13, Air Transportation Eligibility.

**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.

DCBS does not collect data directly from the public, we receive and interface with GATES for transportation data and DTS for travel

payments and transactions.