

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:

Transportation Enhanced Access Management Service (TEAMS)

2. DOD COMPONENT NAME:

United States Transportation Command

3. PIA APPROVAL DATE:

09/28/20

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.

The Transportation Enhanced Access Management Service (TEAMS) is the single sign on portal for various transportation and personal property move applications that replaces ETA. Included in the TEAMS portal is Defense Personal Property System (DPS). DPS provides a single, centralized, web-based system for the management of personal property shipments for the Department of Defense (DOD).

Personally Identifiable Information (PII) must be collected to execute the USTRANSCOM missions for moving personal property. The PII is required to provide DoD personal property shippers and transportation service providers (TSP) the ability to conduct daily operations such as shipment processing, report generation, and costing. The information allows DoD shippers to arrange for shipments directly with TSPs via the web, and pay for services utilizing Syncada web-based commercial business-to-business payment system and is used to provide real-time shipment information and to support direct claims settlement for the customers.

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)

Identification, authentication, application mission use and administrative use.

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.

When requesting shipment and/or storage of personal property, the prospective user submits an application (i.e., DD Form 1299, DD Form 2875). Both forms advise the applicant that "DISCLOSURE is voluntary; however, failure to provide the requested information may delay shipping dates and impede storage arrangements." (NOTE: The DD Form 1299 collects the SSN however, the DD Form 2875 does not.) There is a requirement on many DoD Forms relevant to personal property shipments that require the military member to provide a social security number (SSN). If the applicant does not provide requested information on required forms, the Personal Property Shipping Office (PPSO) must manually input the PII for the service member in order to create an account in the Transportation Enhanced Access Management Service (TEAMS) system, the system through which customers access Transportation Operational Personal Property System (TOPS). Additional forms as required: AF Form 899, CG-5131, NAVPERS 7041/1, USMC Orders and DD Forms 1614, 1671, 1796, 1797, 1857, 2278, 619-1, 1252, 1252-1, 1351-2, and ATF F6 Part II.

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.

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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. DPS - Executive Order 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: PII is collected for movement of personal property shipments to include payment of carrier. It also provides financial data in Electronic Data Interchange (EDI) format to the Defense Finance and Accounting Services (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 disclosure is prohibited without the written consent of the JPMO HHGS.

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.

TEAMS PII Disclaimer:

This system contains information which must be protected IAW AR 340-21, The Army Privacy Program; Department of Defense (DoD) Directive 5400.11, DoD Privacy Program; The Privacy Act of 1974 as amended applies, and it is For Official Use Only (FOUO). It must be protected or privacy act information removed prior to further disclosure.

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

<input checked="" type="checkbox"/> Within the DoD Component	Specify.	United States Transportation Command (USTRANSCOM)
<input checked="" type="checkbox"/> Other DoD Components	Specify.	Defense Information Systems Agency (DISA), Military Surface Deployment and Distribution Command (SDDC), Defense Finance and Accounting Services (DFAS), U.S. Navy, U.S. Army, U.S. Air Force
<input checked="" type="checkbox"/> Other Federal Agencies	Specify.	General Services Administration (GSA), U.S. Coast Guard, Homeland Security
<input type="checkbox"/> State and Local Agencies	Specify.	
<input 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.	
<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 checked="" type="checkbox"/> Individuals | <input type="checkbox"/> Databases |
| <input 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"/> Face-to-Face Contact | <input type="checkbox"/> Paper |
| <input type="checkbox"/> Fax | <input type="checkbox"/> Telephone Interview |
| <input type="checkbox"/> Information Sharing - System to System | <input checked="" type="checkbox"/> Website/E-Form |
| <input type="checkbox"/> Other (If Other, enter the information in the box below) | |

DPS: 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. TEAMS: DD FORM 2875 System Authorization Access Request

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.d.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.

RETENTION: The TEAMS/ DPS data will be retained within for nine years. No additional risk is incurred by the retention of data, as the system is to be protected at levels necessary to limit risk to the stored data." DPS is scheduled with NARA under the following: CJCSM 5760.01, Vol 2 as of 08/03/2012, N1-GRS-95-2 item 12b and N1-GRS-95-2 item 12c as of 4/1/2010. A TEAMS joint records survey was provided to the records manager for processing on Nov 17." The data TEAMS collects is for DPS.

DESTRUCTION: PII information will be destroyed per guidance of the System Registration submission to National Archives and Records Administration (NARA).

NOTE: TEAMS is replacing ETA. Retention would fall under CJCSM 5760.01A, Vol. II Series 0600-03, destroy/delete no less than 7 years and no more than 10 years after cutoff.

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 4500.09E, Transportation and Traffic Management; DoD Instruction 5158.06, Joint Deployment and Distribution Enterprise (JDDE) Planning and Operations; DoD Instruction 4140.01, DoD Supply Chain Materiel Management Policy; DTR 4500.9-R, Defense Transportation Regulation; and DoD Instruction 4515.13, Air Transportation Eligibility; and DoD Instruction 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.

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