

## Privacy Impact Assessment (PIA)

Department of Defense (DOD) Component  
United States Transportation Command (USTRANSCOM)

2. Name of Information Technology (IT) System  
Integrated Booking System (IBS)
3. Budget System Identification Number (SNAP-IT Initiative Number)  
0054
4. System Identification Number (Defense IT Portfolio Repository (DITPR))  
0353
5. IT Investment (OMB Circular A-11) Unique Identifier (if applicable)  
N/A
6. Privacy Act system of Records Notice Identifier (if applicable)  
February 1, 1996, 61 FR 3685
7. OMB Information Collection Requirement Number (if applicable) and Expiration Date  
OMB Information Collection Requirement Number is 0702-0018 and expires  
31 December 2007
8. Type of Authority to collect information (statutory or otherwise)  
Statutory: 10 U.S.C. 3012 and E.O. 9397
9. Provide a brief summary or overview of the IT system (activity/purpose, present life-cycle phase, system owner, system boundaries and interconnections, location of system and components, and system backup)

IBS manages and conducts responsibilities by providing a worldwide, automated enterprise booking system that supports the peacetime, wartime and humanitarian relief movement of unit and non-unit cargo in an efficient and timely manner where Government personnel are deployed. IBS is located in Alexandria, Virginia and is an integral part of USTRANSCOM's Defense Transportation Systems (DTS) and is consistent with the USTRANSCOM and Joint Business Family of Systems. IBS supports the USTRANSCOM missions, including the Transportation Component Command missions, to assure the efficient and economical movement of global cargo shipments by commercial military ocean carriers. IBS is in the "Operation and Sustainment" lifecycle phase with all its resources provided by USTRANSCOM. The system boundary includes the seven integrated and interfacing modules that support daily IBS tasks. The accreditation boundary is where IBS meets the local area network which is accredited separately. The system backup is a part of the system maintenance with databases backed up nightly and a complete backup performed on weekends.

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10. Describe what information in identifiable form will be collected and the nature and source of the information (e.g., names, Social Security Numbers, gender, race, other component IT systems, IT systems from agencies outside DOD, etc.)

The ocean carriers provide identifiable information such as the ocean carrier's name, address, email address, and telephone number. IBS receives, stores, and/or transmits name, social security number, address, and phone number.

11. Describe how the information will be collected (e.g., via the Web, via paper-based collection, etc.)

The ocean carriers interface with the Web Vessel Schedule Module to provide identifiable information. IBS receives, stores, and transmits identifiable information (i.e., Transportation Control and Movement Document (TCMD) and/or Transportation Control Number (TCN)) from and to Worldwide Port System (WPS), and Defense Financial Accounting Systems.

12. Describe the requirements and why the information in identifiable form is to be collected (e.g., to discharge a statutory mandate, to execute a Component program, etc.)

IBS account managers must collect identifiable information to accommodate security regulations/directives to uniquely identify users who want an account on mission essential applications. Appropriate user access allow the user to execute worldwide commercial sea-surface transportation booking operations, theater traffic management, global cargo movements/status, and/or enforces the performance of ocean carriers, shippers, and consignees.

13. Describe how the information identifiable form will be used (e.g., to verify existing data, etc.)

Identifiable information is used to arrange for the movement, storage and handling of personal property; to identify/trace lost or damaged shipments; to answer inquiries and monitor effectiveness of personal property traffic management functions. Information may be disclosed to commercial carriers to identify ownership, verify delivery of shipment, support billing for services rendered, and justify claims for loss, damage, or theft.

14. Describe whether the system derives or creates new data about individuals through aggregation

N/A: no new data is derived or created on individuals in this system.

15. Describe with whom the information in identifiable form will be shared, both within the Component and outside the Component (e.g., other DOD Components, Federal agencies, etc.)

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The identifiable information is shared among DoD Components and/or commercial partners as needed such as the finance, movement executioners, military and/or commercial lift providers, sustainment providers, and vendors. Additionally, information is shared with IBS system administrators who have the responsibilities to resolve authentication issues.

16. Describe any opportunities individuals will have to object to the collection of information in identifiable form about themselves or to consent to the specific uses of the information in identifiable form. Where consent is to be obtained, describe the process regarding how the individual is to grant consent.

When requesting shipment and/or storage of personal property, the perspective user submits an application (i.e., DD Form 1299). The form advises the applicant that "DISCLOSURE is voluntary; however, failure to provide the requested information may delay shipping dates and impede storage arrangements".

When requesting an account, the perspective user is provided an account request form. In addition to providing the Privacy Act Statement, the form (DD Form 2875) advises the user that "DISCLOSURE is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request".

17. Describe any information that is provided to an individual, and the format of such information (Privacy Act Statement, Privacy Advisory as well as the means of delivery (e.g., written, electronic, etc.), regarding the determination to collect the information in identifiable form. See item 16 above.
18. Describe the administrative/business, physical, and technical processes and controls adopted to secure, protect, and preserve the confidentiality of the information in identifiable form.

All users (carriers and DOD) will be properly authorized and have a need-to-know requirement to use the IBS. They must also complete a computer based Information Assurance training prior to gaining access. In addition, IBS is designed to apply proprietary corporate data structure in its comparative analyses of ocean carriers. This proprietary design strengthens confidentiality protection of the identifiable information.

19. Identify whether the IT system or collection of information will require a System of Records notice as defined by the Privacy Act of 1974 and as implemented by DOD Directive 5400.11, "DOD Privacy Program," November 11, 2004. If so, and a System Notice has been published in the Federal Register, the Privacy Act System of Records Identifier must be listed in question 6 above. If not yet published, state when publication of the Notice will occur.

**Categories of records in the system:** Orders authorizing shipment/storage of personal property to include privately owned vehicles and house trailers/mobile homes; DD Form 1131 (Cash Collection Voucher), DD Form 1299 (Application for Shipment and/or Storage of Personal Property), DD Form 1384 (Transportation Control and Movement

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Document), DD Form 1797 (Personal Property Counseling Checklist), Standard Form 1203 (Government Bill of Lading), Storage contracts, and other related documents.

The system of records (Personal Property Movement and Storage Records) notice is published on: [http://www.defenselink.mil/privacy/notices/army/A0055-355\\_MTMC.html](http://www.defenselink.mil/privacy/notices/army/A0055-355_MTMC.html)

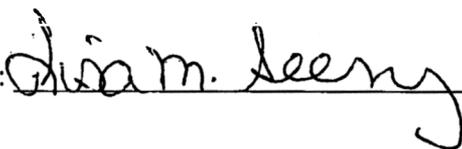
20. Describe/evaluate further any risks posed by the adopted security measures.

No risks have been identified at this time. The IBS System Security Authorization Agreement defines IBS system security requirements. The requirements include personnel, physical, administrative, procedural, operational, computer, and network security components. Users are individually approved on a "need-to-know" basis and access controls are strictly enforced.

- 21 State classification of information/system and whether the PIA should be published or not. If not, provide rationale. If a PIA is planned for publication, state whether it will be published in full or summary form.

IBS confidentially level is sensitive with unclassified mode that operates on the NIPRNET. This version of IBS PIA will be published upon approval by the USTRANSCOM approving official.

Complete the Preparing Official (Program Managers) information, print this page, and sign and date it.

Preparing Official:  (signature) 20 June 2006

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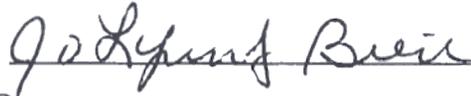
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**Privacy Impact Assessment (PIA)**

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