

## DOD PRIVACY IMPACT ASSESSMENT (PIA) FORMAT

1. Department of Defense (DoD) Component:  
**Washington Headquarters Services (WHS) – Defense Facilities Directorate (DFD)**
2. Name of Information Technology (IT) System:  
**Integrated Tracking System (ITS)**
3. Budget System Identification Number (SNAP-IT Initiative Number):  
**#1908**
4. System Identification Number(s) (IT Registry/Defense IT Portfolio Repository (DITPR)):  
**#5941**
5. IT Investment (OMB Circular A-11) Unique Identifier (if applicable):  
**N/A**
6. Privacy Act System of Records Notice Identifier (if applicable):  
**70 FR 77152**
7. OMB Information Collection Requirement Number (if applicable) and Expiration date:  
**N/A**
8. Type of authority to collect information (statutory or otherwise):  
**The Integrated Tracking System (ITS) was developed upon an initiative by WHS-DFD and PFPA to track deliveries and vehicles entering and leaving the Pentagon Reservation. A COTS application, Star Receiver, is teamed with ITS and allows the tracking of packages from request for a delivery to final delivery to the customer. Coordination with the DFD staff and Courtney McCrae, PBMO Dockmaster, revealed that they were unsure if an authority existed for this system.**
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):  
**The Integrated Tracking System (ITS) is a web-based application that assists the Pentagon's Remote Delivery Facility staff with an automated process for tracking all inbound material shipments to the Pentagon. In addition to package delivery and tracking, the system automates the existing processes for clearing and inspecting vehicles, material inspections, and related activities. It also supports automated requirements for recurring vehicle clearances and point of contacts.**  
  
**The Integrated Tracking System was developed to provide an integrated and browser search capability that allows users to automate the request for a clearance (access) of all inbound deliveries to the Pentagon. When teamed with Star Receiver, Dockmaster can then track those deliveries until the material reaches its intended destination.**

**Furthermore, "ITS" was designed to eliminate paper trails and redundant data entry in a receiving and delivering environment. In addition, "ITS" streamlines the process for creating point of contact accounts, creating and managing clearances, managing entry and control booth appointments and vehicle clearances, managing material inspections, searching archives, and creating reports. Furthermore, "ITS" is an unclassified application supported by the DFD.**

**Bear River Associates, Inc. developed the "ITS" web based application under the direction of the WHS - Information Technology Management Directorate (ITMD).**

**The "ITS" is configured on three (3) separate servers; an application server, web server, and a database server. In addition, the COTS application, Star Receiver, is used to supplement "ITS" by recording and updating tracking information.**

**The "ITS" application server is hosted on a Windows 2003 server using both Java JDK v1.4.2 and Tomcat v5.0.27 for the presentation of all Java Server Pages (jsp) web pages.**

**The "ITS" web server is hosted on a Microsoft Windows 2003 server running MS IIS (Microsoft Internet Information Server). The "ITS" web server is configured to redirect "ITS" specific requests directly to the "ITS" application server and Tomcat for processing and access by users.**

**The "ITS" database server is hosted on a Windows 2003 server using MS SQL as the database engine for "ITS" and is the data repository for all accounts and objects created. Configuration of all control table data is handled in the Configuration-manager application of "ITS".**

**Star Receiver is the material tracking software used by the Dockmaster (DM) staff. The DM staff is an affiliate of the WHS DFD and primarily operates out of the Pentagon Remote Delivery Facility (RDF). Furthermore, all events relevant to the delivery of materials to the Pentagon, such as initial arrival at the RDF Dock, processing in the Temporary Storage Warehouse (TSW) and any other related delivery events can be recorded against the material.**

**Furthermore, Star Receiver is installed on three (3) components: desktop, PDAs, scanners. Again, these components are used for recording and updating material tracking data.**

**The "ITS" is supported by the Washington Headquarters Services Defense Facilities Directorate (WHS DFD). The WHS DFD offices are located in the Defense Pentagon, Arlington, VA.**

**The "ITS" is currently in life-cycle phase 4 (System operation and maintenance phase).**

**The “ITS” maintains connectivity to WHS communities of interest, NIPRNet, and other DoD components through the Pentagon Unclassified Backbone, which is administered by the U.S. Army Information Technology Agency (USAITA).**

**The “ITS” connects to other NIPRNET networks by following the established ITA Connection Approval Process (CAP). Other networks may obtain connectivity to the Integrated Tracking System by providing the required DITSCAP documentation, System Security Authorization Agreement (SSAA), for review by the DAA. A minimum Interim Authority to Operate (IATO) is required to connect to the system.**

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.):  
**Name, Agency/Division, Building, Room Number**
11. Describe how the information will be collected (e.g. via the Web, via paper based collection, etc.):  
**Information will be collected via the Web and paper based collection in the event the system is down or unavailable.**
12. Describe the requirement and why the information in identifiable form is to be collected (e.g., to discharge a statutory mandate, to execute a Component program, etc.):  
**Information is collected to identify individuals authorized to request and receive deliveries to the Pentagon.**
13. Describe how the information in identifiable form will be used (e.g., to verify existing data, etc.):  
**Information is used to identify individuals requesting and receiving deliveries to the Pentagon.**
14. Describe whether the system derives or creates new data about individuals through aggregation (collective parts):  
**N/A**
15. Describe with whom the information in identifiable form will be shared, both within the Component and outside the Component (e.g., the other DoD Components, Federal agencies, etc.):  
**Data is only available to Dockmaster and PFFA system users for purposes of clearing, tracking and delivering materials.**
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:

**Data obtained in the system is submitted by each individual in the process of requesting access to the system. This information is required in order to request and receive deliveries to the Pentagon.**

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:

**Individuals who wish to request and receive deliveries to the Pentagon must fill out an Account Request form via a web page. All relevant information is collected in this form for clearing, tracking and delivering materials.**

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:

**Information processed, stored, and transmitted on the "ITS" is Controlled Unclassified Information (CUI). All of the data within "ITS" is protected by means appropriate for this information in accordance with the Department of Defense Directive (DoDD) 8500.1, Information Assurance.**

19. Identify whether "ITS" 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:

N/A

20. Describe/evaluate any potential privacy risks regarding the collection, use, and sharing of the information in identifiable form. Describe/evaluate any privacy risks in providing individuals an opportunity to object/consent or in notifying individuals. Describe/evaluate further any risks posed by the adopted security measures:

**The potential privacy risks associated with the ITS system include identity theft.**

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 will be published in full or summary form:

**Information processed, stored, and transmitted on the "ITS" is Controlled Unclassified Information (CUI). All of the data within "ITS" is protected by means appropriate for this information in accordance with the Department of Defense Directive (DoDD) 8500.1, Information Assurance. "ITS" information is, at a minimum, CUI. Hence, the confidentiality level, as defined in DoDI 8500.2, is Sensitive. The information processed on the "ITS" includes a combination of proprietary and administrative information.**