



DEPARTMENT OF DEFENSE  
DEFENSE PRIVACY AND CIVIL LIBERTIES DIVISION  
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ARLINGTON, VA 22202

FEB 19 2015

MEMORANDUM FOR DoD COMPONENT PRIVACY OFFICERS

SUBJECT: Requirement to File Department of Defense Breaches in the Compliance and Reporting Tool (CART)

This memorandum is to inform all Department of Defense (DoD) component and combatant command privacy officers that effective 02 March, 2015 all breach reports must be filed in the web based Defense Privacy and Civil Liberties Division (DPCLD) Compliance and Reporting Tool (CART), hereinafter referred to as the CART. Breach reports will not be accepted in the DPCLD correspondence inbox.

DPCLD is responsible for reporting privacy breaches and civil liberties violations that occur in the DoD, by components. This information is reported to DoD leadership and to Congress; therefore, careful, timely, and correct tracking is important. The increasing requirement for timely and comprehensive reports from DoD leadership has made the deployment and use of CART essential for efficiencies, tracking trends, and formulating the possible solutions to DoD breaches.

CART allows component privacy officers to enter or upload breach reports online. This new tool will help to improve data collection practices on breaches of personally identifiable information (PII) for all of DoD.

The CART is the official repository for all data breach reports in DoD. The DD Form 2959, "Breach of Personally Identifiable Information (PII) Report" is the official breach report form for the DoD. It is designed to make it easier for component privacy officers to report privacy breaches by entering information into a web-based form, or by uploading information from the DD Form 2959 at (<http://alt.dtic.mil/whs/directives/infomgt/forms/eforms/dd2959.pdf>) directly into the CART.

To obtain access to CART each component privacy officer determines which staff member(s) (in addition to themselves) should become designated users of the CART. The designated users should be personnel in the privacy offices who have responsibility for completing and reporting breaches of PII. The component privacy officer provides a list of users requiring access to the CART, and the DPCLD Administrator sets up the account by entering the user information into the system and assigning the levels of access.

Should you have any questions about gaining access to CART and CART support, you may contact John Nogan, DPCLD at (703) 571-0070 or at [john.d.nogan.ctr@mail.mil](mailto:john.d.nogan.ctr@mail.mil).

Sincerely,

A handwritten signature in blue ink, appearing to read "S. Jenkins", is written over the typed name.

Samuel P. Jenkins  
Acting Chief