



**U.S. Customs and
Border Protection**

JUN 29 2012

MEMORANDUM FOR: Directors, Field Operations
Office of Field Operations

Director, Preclearance
Operations

Director, Field Operations Academy
Office of Training and Development
(b) (6), (b) (7)(C)

FROM: Executive Director
Admissibility and Passenger Programs

SUBJECT: Changes to Consular Consolidated Database (CCD).

The Department of State will replace the Passport Information Electronic Records System (PIERS) with the (b) (7)(E) on July 23, 2012. With this change, users will be able to access passport data from within CCD without having to link to a separate database. This also consolidates the user profile into one CCD profile instead of separate CCD and PIERS profiles. Current PIERS users will automatically have access to (b) (7)(E) on this date.

A new role called the Oversight Authority (OA) is being established with this change to ensure that records are only queried for official purposes. The role of Certifying Authorities (CA's) will be limited to administrative functions such as granting access and resetting passwords. OA's will review cases where a user's access to a record has been questioned. In such cases, users are required to answer a questionnaire about their query. OA's will review the case and determine if the record was accessed for official purposes. This will be done in CCD under (b) (7)(E)

(b) (7)(E)

The role of OA is to be given to supervisors and above. Each port must have two OA's. CA's will give OA's their role in CCD. CA's can also be OA's as long as they are a supervisor. Each port will determine who will be in the roles of CA and OA. Smaller ports that are unable to designate two OA's will coordinate with the most convenient port with two OA's who are able to perform oversight functions for the smaller port. Training will be available to new users, CA's, and OA's online at the link shown below.

Training and guidance is available on the CBP Intranet at (b) (7)(E) and at the Virtual Learning Center (VLC) under Consular Consolidated Database (CCD) for Certifying Authorities (CA's) (b) (7)(E)

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If you have any further questions regarding this memorandum please have a member of your staff contact (b) (6), (b) (7)(C), Director, Traveler Entry Programs, a (b) (6), (b) (7)(C)

Attachment

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Weekly Muster

Date: Immediate

Topic: (b) (7)(E) replacing PIERS in CCD.

Headquarters POC: (b) (6), (b) (7)(C)

Office: Office of Field Operations
Admissibility and Passenger Programs
Traveler Entry Programs

The Department of State will replace the Passport Information Electronic Records System (PIERS) with the (b) (7)(E) on July 23, 2012. With this change, users will be able to access passport data from within the Consular Consolidated Database (CCD) without having to link to a separate database. This also consolidates the user profile into one CCD profile instead of separate CCD and PIERS profiles.

- Current PIERS users will automatically have access (b) (7)(E) on this date.
- The role of Certifying Authorities (CA's) will be limited to administrative functions such as granting access and resetting passwords.
- A new role called the Oversight Authority (OA) is being established to ensure that records are only queried for official purposes. This is done in CCD under the (b) (7)(E) (b) (7)(E) function.
- OA's will review cases where a user's access to a record has been questioned.
- OA's must be a supervisor.
- OA's may also be CA's.
- Each port must have two OA's.
- Smaller ports that are unable to designate two OA's will coordinate with the most convenient port with two OA's who are able to perform oversight functions for the smaller port.
- CA's will give users their role in CCD.
- Each port will determine who will be in the roles of CA and OA.

Training and guidance is available on the CBP Intranet at (b) (7)(E) and at the Virtual Learning Center (VLC) under Consular Consolidated Database (CCD) for Certifying Authorities (CA's) (b) (7)(E)

Feel free to contact the HQ POC above if you have any questions, comments, or concerns.

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