

DEPARTMENT OF DEFENSE
Office of the Secretary of Defense
Narrative Statement on a New System of Records
Under the Privacy Act of 1974

1. System identifier and name: DHRA 05, "National Language Service Corps (NLSC) Pilot."

2. Responsible official: Director, National Security Education Program, 1101 Wilson Blvd, Suite 1210, Arlington, VA 22209-2248, 703-696-1991.

3. Purpose(s) of establishing the system: The Office of the Secretary of Defense is proposing to establish a system of records for the National Security Education Program's (NSEP) NLSC Pilot. The NLSC Pilot is a program designed to evaluate processes and procedures that will build an organization to provide and maintain a readily available civilian corps of certified expertise in languages determined to be important to the security and welfare of the nation. Any U.S. Citizen who is 18 years or older and who has high functioning skills in English and another language can apply to the NLSC Pilot. Those with assessed (self assessed or certified) language proficiency skills matching a language of interest can become Charter Members.

To meet the mission of the NLSC Pilot, the NSEP is collecting information from the public to allow U.S. citizens with language and special skills to self-identify their skills by completing NLSC Self Assessments as an initial indicator of language proficiency. At least one thousand volunteers will be invited to become NLSC Charter Members and those selected for activation and deployment will be officially tested and certified to validate NLSC Self Assessment skills and to satisfy external requirements. The information collected will be used to identify and contact NLSC Charter Members and prospective Charter Members in times of need. The collection will allow preliminary background checks prior to any final appointment in the NLSC of only those individuals the NLSC expects to employ temporarily during the Pilot program. Background checks are not expected for the remaining Charter Members.

4. Authority for maintenance of the system: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 131, Office of the Secretary of Defense; DoD Directive 5124.2, Under Secretary of Defense for Personnel and Readiness; 50 U.S.C. 403-1b, War and National Defense.

5. Probable or potential adverse effect on the privacy of a individual: None

6. Is this system, in whole or in part, being maintained by a contractor? Yes. A contractor will be entirely responsible for maintaining the system.

7. Steps to minimize the risk of unauthorized access: Access to personal information is restricted to NLSC personnel who require the records in the performance of their official duties. Access to personal information is further restricted by the use of strong passwords that are changed periodically, at least every 60 days, and in compliance with the Defense Information Systems Agency (DISA) Security Technical Implementation Guide (STIG). Physical entry is restricted by the use of locks, guards at the facility hosting the web portal, and administrative procedures. The contract incorporates all appropriate FAR and DFAR clauses and contractor personnel are required to sign non-disclosure documents holding them to all provisions of the Privacy Act.

8. Routine use Compatibility: Any release of information contained in this system of records outside of the DoD will be compatible with purposes for which the information is collected and maintained. The DoD "Blanket Routine Uses" apply to this system of records.

9. OMB information collection requirements: Pending collection form resolution.(Need the OMB Number assigned to this collection.)

10. Supporting documentation: None.

DEPARTMENT OF DEFENSE
Office of the Secretary of Defense
Privacy Act of 1974; System of Records
AGENCY: Office of the Secretary of Defense
ACTION: Notice to Add a System of Records

SUMMARY: The Office of the Secretary of Defense proposes to add a system of records to its inventory of record systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended.

DATES: This proposed action would be effective without further notice on (insert date thirty days from date published in the FR) unless comments are received which result in a contrary determination.

ADDRESSES: Send comments to Chief, OSD/JS Privacy Office, Freedom of Information Directorate, Washington Headquarters Services, 1155 Defense Pentagon, Washington D.C. 20301-1155.

FOR FURTHER INFORMATION CONTACT: Ms. Cindy Allard at (703) 588-2386

SUPPLEMENTARY INFORMATION: The Office of the Secretary of Defense notices for systems of records subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended, have been published in the Federal Register and are available from the address above.

The proposed system report, as required by 5 U.S.C. 552a(r) of the Privacy Act of 1974, as amended, was submitted on February xx, 2008, to the House Committee on Oversight and Government Reform, the Senate Committee on Governmental Affairs, and the Office of Management and Budget (OMB) pursuant to paragraph 4c of Appendix I to OMB Circular No. A-130, 'Federal Agency Responsibilities for Maintaining Records About Individuals,' dated February 8, 1996 (February 20, 1996, 61 FR 6427).
Dated: February, 2008

L.M. Bynum
Alternative, OSD Federal Register Liaison Officer,
Department of Defense.

DHRA 07

System name:

National Language Service Corps (NLSC) Pilot.

System location:

National Security Education Program, 1101 Wilson Blvd, Suite 1210, Arlington VA 22209-2248.

Categories of individuals covered by the system:

Individuals who participate in the National Language Service Corps pilot program.

Categories of records in the system:

Individual's name, date of birth, foreign language(s) spoken, foreign language proficiency levels, English proficiency levels, home address, city, state, e-mail address, telephone number, and education level.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 131, Office of the Secretary of Defense; DoD Directive 5124.2, Under Secretary of Defense for Personnel and Readiness; 50 U.S.C. 403-1b, War and National Defense.

Purpose(s):

To allow U.S. citizens with language and special skills to self-identify these skills for the purpose of temporary employment on an intermittent work schedule or service opportunities in the federal or state government during periods of national need or emergency. The information will be used to identify and contact NLSC Charter Members and prospective Charter Members in times of need. The collection will allow preliminary background checks to verify trustworthiness of only those individuals the NLSC expects to employ temporarily during the Pilot Program. Background checks are not expected for the remaining Charter Members.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed

outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

To federal government agencies requesting emergency language support to facilitate U.S. efforts on the war on terrorism or in furtherance of national security objectives.

The DoD `Blanket Routine Uses' set forth at the beginning of OSD's compilation of systems of records notices apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and electronic media including certified magnetic hard drives, tapes, and flash drives.

Retrievability:

By individual's name, or by home address.

Safeguards:

Access to personal information is restricted to NLSC employees who require the records in the performance of their official duties. Access to personal information is further restricted by the use of passwords that are changed periodically. Physical entry is restricted by the use of locks, guards at the facility hosting the web portal, and administrative procedures.

Retention and disposal:

Disposition pending (until the National Archives and Records Administration have approved the retention and disposition of these records) treat records as permanent.

System manager(s) and address:

Director, National Security Education Program, 1101 Wilson Blvd, Suite 1210, Arlington, VA 22209-2248

Notification procedure:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Department of Defense, National Security Education Program, c/o National Language Service Corps, Arlington, VA 22219-2248.

Written requests should contain the full name, and current home address of the individual.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the OSD/JS FOIA Requester Service Center, Office of Freedom of Information, 1155 Defense Pentagon, Washington, DC 20301-1155. Such requests must include the name and number of this system of record notice, full name, and current home address of the individual and be signed.

Contesting record procedures:

The OSD rules for accessing records, for contesting contents and appealing initial agency determinations are contained in OSD Administrative Instruction 81; 32 CFR part 311; or may be obtained from the system manager.

Record source categories:

Individuals.

Exemptions claimed for the system:

None.