

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:** DUSDA 14, entitled "SMART Information Management System (SIMS)."

2. **Responsible official:** Marc Pritchard, Deputy Program Manager, Science, Mathematics and Research for Transformation (SMART) Scholarship for Service Program, Naval Postgraduate School, 1 University Circle, Herrmann Hall Room 061, Monterey, CA 93943-5098; (831) 656-2874.

3. **Purpose of establishing the system:** To enable Science, Mathematics and Research for Transformation officials to select qualified applicants to be awarded Science, Mathematics and Research for Transformation scholarships and monitor participant progress and status through the program.

4. **Authority for the maintenance of the system:** 5 U.S.C. 3304, et seq.; 20 U.S.C. 401 et seq., as amended, National Defense Education Program (NDEP); 10 U.S.C. 2192a.

5. **Probable or potential effects on the privacy of individuals:** None.

6. **Is the system, in whole or in part, being maintained by a contractor?** No.

7. **Steps taken to minimize risk of unauthorized access:** Automated records are maintained in controlled areas accessible only to authorized personnel. Entry to these areas is restricted to personnel with a valid requirement and authorization to enter. Physical entry is restricted by the use of a cipher lock. Back-up data is stored in a locked room. The system complies with the DoD Information Technology Security Certification and Accreditation Process (DITSCAP). Access to records is restricted to individuals who require the data in the performance of official duties.

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:** OMB Control Number 0704-TBD,

10. **Supporting documentation:** None.

DEPARTMENT OF DEFENSE

Office of the Secretary of Defense
Privacy Act of 1974; System of Records

AGENCY: Science, Mathematics and Research for Transformation (SMART)
Scholarship for Service Program

ACTION: Notice to Add a System of Records

SUMMARY: The SMART Scholarship for Service Program 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) 588-6830.

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 **XXXX, 2009**, 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).

DUSDA 14

System name:

SMART Information Management System (SIMS)

System location:

Defense Technical Information Center (DTIC), Directorate of User Services, Marketing and Registration Division, ATTN: DTIC-BC (Registration), 8725 John J. Kingman Road, Suite 0944, Fort Belvoir, VA, 22060-6218.

Categories of individuals covered by the system:

Applicants and recipients of the Science, Mathematics and Research for Transformation (SMART) Scholarship for Service Program.

Categories of records in the system:

Applicants provide and participants periodically update: personal information including, but not limited to, full name and any alias, home and school address and telephone numbers, mobile phone number, email addresses (school and alternate); other participant information such as resume and/or curriculum vitae and publications, U.S. Citizenship and Selective Service registration status, state of residency, employment status, date, state, and country of birth; demographic information; Veterans Preference information; information about academic background and program (such as academic status, assessment test scores, copies of transcripts, projected and actual graduation date, and other related information).

Science, Mathematics and Research for Transformation (SMART) Program employees enter other program information unique to each participant (this includes but is not limited to, projected and actual service commitment start and end dates and projected and actual award amounts).

Science, Mathematics and Research for Transformation program data – actual graduation date; school data – participant education work plans; financial data – Academic institution.

Authority for maintenance of the system:

5 U.S.C. 3304, et seq.; 20 U.S.C. 401 et seq., as amended, National Defense Education Program (NDEP); 10 U.S.C. 2192a.

Purpose(s):

To enable Science, Mathematics and Research for Transformation officials to select qualified applicants to be awarded Science, Mathematics and Research for Transformation scholarships and monitor participant progress and status through the program.

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 of 1974, these records may specifically be disclosed outside the Department of Defense as a routine use pursuant to 552a(b)(3) as follows:

The Department of Defense "Blanket Routine Uses" set forth at the beginning of Office of the Secretary of Defense 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 will be stored in a secure office space at the Naval Postgraduate School (NPS), protected by guards, locks and administrative procedures. Electronic records will be stored and accessed through a secure server hosted by the Defense Technical Information Center (DTIC). Access and editing privileges will be limited based upon assigned duties and responsibilities.

Retrievability:

Electronic and paper records are retrieved by name or and Science, Mathematics and Research for Transformation (SMART) Program Identification number

Safeguards:

Automated records are maintained in controlled areas accessible only to authorized personnel. Entry to these areas is restricted to personnel with a valid requirement and authorization to enter. Physical entry is restricted by the use of a cipher lock. Back-up data is stored in a locked room. The system complies with the DoD Information Technology Security Certification and Accreditation Process (DITSCAP). Access to records is restricted to individuals who require the data in the performance of official duties.

Retention and disposal:

Disposition pending approval of records disposition schedule by the National Records and Administration Agency.

System manager(s) and address:

Deputy Program Manager, Science, Mathematics and Research for Transformation (SMART) Scholarship for Service Program, Naval Postgraduate School, 1 University Circle, Herrmann Hall Room 061, Monterey, CA 93943-5098.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves may address their inquiries to: Deputy Program Manager, Science, Mathematics and Research for Transformation (SMART) Scholarship for Service

Program, Naval Postgraduate School, 1 University Circle, Herrmann Hall Room 061, Monterey, CA 93943-5098. Requests should contain the individual's full name and Science, Mathematics and Research for Transformation (SMART) Program Identification number.

Record access procedures:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Office of the Secretary of Defense/Joint Staff Freedom of Information Requester Service Center, Office of the Freedom of Information, Washington Headquarters Services, 1155 Defense Pentagon, Washington, DC 20301-1155.

Requests should contain the full name and Science, Mathematics and Research for Transformation (SMART) Program Identification number associated with the record.

Individuals should provide the name and number of this system of records notice so that your request can be tasked to the appropriate Office of the Secretary of Defense/Joint Staff office.

Contesting record procedures:

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

Record source categories:

Information is received from individuals and Science, Mathematics and Research for Transformation (SMART) Program employees.

Exemptions claimed for the system:

None.