

## **DPR 31**

### **System name:**

Personal Commercial Solicitation Evaluation (July 19, 2006, 71 FR 41000).

### **System location:**

Department of Defense, Military Community and Family Policy, ATTN: Morale, Welfare and Recreation Policy  
241 S. 18th Street, Suite 302, Arlington, VA 22202-3424.

Records are also located at installations and activities where the commercial solicitation occurred.

### **Categories of individuals covered by the system:**

Active duty service members and solicitors.

### **Categories of records in the system:**

Name of sales representative and company; appointment information; conduct of sale representative; active duty member's name, home and work phone number, unit address and email.

### **Authority for maintenance of the system:**

5 U.S.C. 301, Departmental Regulation; 15 U.S.C. 1601, Congressional findings and declaration of purpose; and Directive 1344.7, Personal Commercial Solicitation on DoD Installations.

### **Purpose(s):**

The information is used to document the active duty service member's experience with the sales representatives. member responses ensure sales representatives conduct themselves fairly and in accordance with DoD Directive Information may be used as part of a case file in the event proceedings are considered necessary to deny or withhold permission for the sales representative and/or the company to solicit on one or more military installations.

### **Routine uses of records maintained in the system, including categories of users and the purposes of such u**

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:

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

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

**Storage:**

Paper in file folders.

**Retrievability:**

Records are retrieved by the active duty service members' name and unit.

**Safeguards:**

Records are maintained in controlled areas accessible only to authorized personnel with a valid requirement and authorization to enter. Physical entry is restricted by use of combination numbered and cipher locks.

**Retention and disposal:**

Permanent. Cut off and retire to the Washington National Records Center when superseded or obsolete.

**System manager(s) and address:**

Department of Defense, Military Community and Family Policy, ATTN: Morale, Welfare and Recreation Policy  
241 S. 18th Street, Suite 302, Arlington, VA 22202-3424.

**Notification procedure:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Office of the Under Secretary of Defense (Military Community and Family Policy), ATTN: Morale, Welfare and Recreation Policy Directorate, 241 S. 18th Street, Suite 302, Arlington, VA 22202-3424.

Individuals also can seek such information from the office responsible for commercial solicitation activities for the installation or activity where the commercial solicitation occurred.

Requests should include the individual's name, phone number, and address.

**Record access procedures:**

Individual seeking access to information about themselves should address written requests to the Office of the Under Secretary of Defense (Military Community and Family Policy), ATTN: Morale, Welfare and Recreation Policy Directorate, 241 S. 18th Street, Suite 302, Arlington, VA 22202-3424.

Individuals also can obtain such information from the office responsible for commercial solicitation activities for the installation or activity where the commercial solicitation occurred.

Requests should include the individual's name, phone number, and address.

**Contesting record procedures:**

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

**Record source categories:**

Active duty service member.

**Exemptions claimed for the system:**

None.