

MMN00045

System name:

Automated Recruit Management System (ARMS) (February 22, 1993, 58 FR 10630).

System location:

Primary System: Headquarters Marine Corps (Code MA), Washington, DC 20380-1775.

Decentralized System: Each Recruiting Station, District Headquarters, Marine Corps Recruit Depot and School of Infantry within the Marine Corps. U.S. Marine Corps official mailing addresses are incorporated into Department of the Navy's mailing addresses, published as an appendix to the Navy's compilation of record system notices.

Categories of individuals covered by the system:

All Marine Corps Regular and Reserve recruits.

Categories of records in the system:

File contains information voluntarily provided by recruits as contained on the Application for Enlistment Armed Forces of the United States.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 5013; and E.O. 9397 (SSN).

Purpose(s):

To provide a record on all Marine Corps recruits for use in tracking from entry through Marine combat training.

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:

The 'Blanket Routine Uses' set forth at the beginning of the Marine Corps' 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:

The file will be stored via on-line disk with backup on magnetic disk with backup on magnetic tape. Backup audit trail record will be available at the point-of-entry.

Retrievability:

Standard reports and ad hoc retrievals are generated from remote terminals using a data base management system. Additionally, updates and record browsing may be accomplished in the interactive mode through keying Social Security Number.

Safeguards:

Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained. 'Hard copy' or paper output from the system is stored in locked containers. System software contains user passwords to lock out unauthorized access. System software contains partitions to limit access to appropriate organizational level.

Retention and disposal:

On-line magnetic records will be maintained for one year after completion of recruit training. Records are then retired to a 'history file' where they will be retained for a period of four years and then destroyed.

System manager(s) and address:

Commandant of the Marine Corps (MA), Headquarters, U.S. Marine Corps, Washington, DC 20380-1775.

Notification procedure:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commandant of the Marine Corps (MA), Headquarters, U.S. Marine Corps, Washington, DC 20380-1775.

Written requests for information should contain the full name and Social Security Number of the individual.

The requester may also visit any Marine Corps Recruiting Station to determine whether ARMS contains records pertaining to him/her. In order to personally visit a Recruiting Station and obtain information, individuals must present proper identification such as driver's license, or some other suitable proof of identity.

Record access procedures:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commanding Officer of the activity to which they were assigned.

The requester may also visit any Marine Corps Recruiting Station, District Headquarters, Marine Corps Recruit Depot or Marine Corps School of Infantry, to determine whether ARMS contains records pertaining to him/her. In order to personally visit a Recruiting Station, District Headquarters, Marine Corps Recruit Depot or Marine Corps School of Infantry, and obtain information, individuals must present proper identification such as military identification, if a service member, driver's license, or some other suitable proof of identity.

Contesting record procedures:

The USMC rules for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; Marine Corps Order P5211.2; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

The Recruiting Station, Marine Corps Recruit Depot, School of Infantry and directly from the individual recruit.

Exemptions claimed for the system:

None.