

Proposed SORN ID# N01133-2

Submitted waiting for approval.

**System name:**

Comand Integrated Recruiting Information Management System (CIRIMS)

**System location:**

Primary system, Headquarters, Navy Recruiting Command, 5722 Integrity Drive, Millington, TN 38054-5057;

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

Prospective applicants, delayed entry personnel, applicants for regular and reserve enlisted and officer programs and any other individuals who have initiated correspondence pertaining to enlistment in the U.S. Navy.

**Categories of records in the system:**

Name, citizenship, race, ethnicity, personal cellular phone numbers, mailing addresses, mother's maiden name, marital status, financial information, law enforcement information, emergency contact, other names used, driver's license, legal status, birth date, home telephone number, religious preference, mother's middle name, medical information, employment information, education information, social security number, other ID number, gender, place of birth, personal email address, security clearance, spouse information, child information, disability information, military records

**Authority for maintenance of the system:**

10 U.S.C. 133, 503, 504, 508, 510, 672, 1071-1087, 1553, 5013; and E.O. 9397 (SSN), as amended

**Purpose(s):**

To provide recruiters with processing tools for officer and enlisted candidates in the Navy's active and reserve components. This system will also allow recruiters to properly process and manage leads from the field cyber space.

To provide historical data for comparison of current applicants with those selected in the past.

**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, those records of 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 officials and employees of other departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management of quality military recruitment and the recruitment of Merchant Marine personnel.

The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of systems notices also apply to this system.

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

**Storage:**

Automated and paper records

**Retrieve:**

Common Access Card controlled systems, cryptographic logons (PKE), public key certificates (PKI), userid/password

**Safeguards:**

Common Access Card controlled system, file and element access based on a pre-defined need-to-know. Physical access to terminals, terminal rooms, building and activities' grounds are controlled by locked terminals and rooms, guards, personnel screening and visitor registers. The Social Security Number is encrypted to prevent unauthorized access.

**Retention and disposal:**

Records are normally maintained for three years and then destroyed.

**System manager and address:**

Navy Recruiting Command, 5722 Integrity Drive, Millington, TN 38054-5057

**Notification Procedures:**

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries regarding active duty recruiting issues to Commander, Navy Recruiting Command (ATTN: Privacy Act Coordinator, 5722 Integrity Drive, Millington, TN 38054-5057 or to the applicable Naval Recruiting District as listed under U.S. Government in the white pages of the telephone book.

The letter should contain a full name, address, Social Security Number and signature.

**Records access procedures:**

Individuals seeking access to record about themselves contained in the system of records should address written inquiries regarding active duty recruiting issues to Commander, Navy Recruiting Command (ATTN: Privacy Act Coordinator, 5722 Integrity Drive, Millington, TN 38054-5057 or to the applicable Naval Recruiting District as listed under U.S. Government in white pages of the telephone book.

The letter should contain a full name, address, Social Security Number and signature.

**Consenting record procedures:**

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701 or may be obtained from the system manager.

**Record source categories:**

Navy recruiting personnel and administrative staff, medical personnel conducting physical examinations, or private physicians providing consultations or patient history, character and employer references, educational institutions, staff and faculty members, Selective Service Commission, local, state, and federal law enforcement agencies, prior or current military service record, Members of Congress.

Other officials and employees of the Department of the Navy, Department of Defense, or components thereof, in the performance of their official duties and as specified by current instructions and regulations promulgated by component authority.

**Exemptions claimed for the system:**

Parts of this system may be exempt under the provisions of 5 U.S.C. 552a(k)(1), (k)(5), (k)(6), and (k)(7) as applicable.

An exemption rule for this system has been promulgated in accordance with the requirements of 5 U.S.C. 553(b)(1), (2), and (3), (c) and (e) and published in 32 CFR part 701, subpart G. For additional information, contact the system manager.