

System name:

Army Public Health Data Repository (APHDR)

System location:

Primary location: U.S. Army Public Health Command, Army Institute of Public Health, 5158 Blackhawk Road, Aberdeen Proving Ground, Maryland 21010-5403.

Secondary locations: US Army Medical Command facilities and activities. Official mailing addresses can be found from Army Medicine Web site, <http://www.armymedicine.army.mil>.

Categories of individuals covered by the system:

Army Active Duty, National Guard, Reserve, and retired personnel; Army civilian employees, family members of Army personnel. Additional special populations include U.S. Military Academy and Reserve Officer Training Corps cadets, when engaged in directed training, foreign national military assigned to Army Components, and non-appropriated fund personnel employed by the Army for whom specific occupational health examinations and ergonomic evaluations have been conducted and/or requested. Pertinent records on Army military and civilian personnel previously assigned with the Navy, Marines, Air Force, or Coast Guard will be available in the APHDR for review.

Categories of records in the system:

Personal Information: Selected electronic data elements, primarily from Army and DoD personnel systems. Records being maintained include, but are not limited to, name, rank/grade, military status, branch of Service, date of birth, ethnicity, Social Security Number (SSN), marital history, occupation, job series, pay plan and grade, assignments, deployment history, Armed Forces Qualification Test scores, education, certification and training history, drug and alcohol screening results, casualty information, and fitness test results.

Medical/Clinical Data: Selected electronic data elements from inpatient and outpatient medical records including, but not limited to, dates, tests, procedures, referrals, diagnoses, and treatments; pharmacy records; suicide event reports; medical readiness information including physical limitation (profile) codes, and immunization records; air evacuation patient records; Wounded Warrior lifecycle information; Medical and Physical Evaluation Board records; and neuropsychological functioning and cognitive testing. Also included are responses from self-reporting tools, such as the periodic and deployment-related health assessments; and to surveys or interviews accomplished as part of focused, local epidemiological investigations.

Occupational and Environmental Exposure Data: Exposure data related to all types of health hazards associated with military service, including garrison and deployed settings. Electronic data supporting exposure-based medical surveillance including, but not limited to, environmental testing programs (air, soil, water); industrial hygiene monitoring programs; occupational monitoring programs (e.g., hearing conservation, radiation dosimetry, ergonomic evaluations, etc.); injury prevention programs; safety and incident reporting; personnel protective equipment

and medical programs required to limit exposure to environmental safety and health hazards; and operational reports of combat exposure during deployments.

**Legal Information:** Criminal investigation and military police report specifics to include, but not limited to, date and location of incident, incident descriptions, criminal charges documented, suspect, subject and victim information, report number which allows access to records noted; domestic violence actions and descriptions including type and date of incident. Information, to include article violations and outcomes, related to actions conducted under the Uniform Code of Military Justice (UCMJ), encompassing administrative action, non-judicial punishment and all courts martial.

**NOTE:** Records of identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 42 U.S.C. 290dd-2. This statute takes precedence over the Privacy Act of 1974 in regard to accessibility of such records except to the individual to whom the record pertains. This statute takes precedence over the Privacy Act of 1974 to the extent that disclosure is more limited. However, access to the record by the individual to whom the record pertains is governed by the Privacy Act.

**NOTE:** This system of records contains individually identifiable health information. The DoD Health Information Privacy Regulation (DoD 6025.18-R) issued pursuant to the Health Insurance Portability and Accountability Act of 1996, applies to most such health information. DoD 6025.18-R may place additional procedural requirements on the uses and disclosures of such information beyond those found in the Privacy Act of 1974 or mentioned in this system of records notice. This information will not be used for benefit determination or access to classified information, retention and other action to or about the individual.

**Authority for maintenance of the system:**

10 U.S.C. 3013, Secretary of the Army; 5 U.S.C. 7902, Safety Programs; 29 U.S.C. 668, Programs of Federal Agencies; 29 CFR 1910, Occupational Safety and Health Standards; DoD Instruction 6490.2E, Comprehensive Health Surveillance; DoD Instruction 6015.23, Delivery of Healthcare at Military Treatment Facilities (MTFs); DoD Instruction 1300.18, Personnel Casualty Matters, Policies, and Procedures; Army Regulation 40-5, Preventive Medicine; Army Regulation 40-66, Medical Record Administration and Health Care Documentation; Army Regulation 195-2, Criminal Investigation Activities; Army Regulation 600-85, Army Substance Abuse Program; Army Regulation 600-8-104, Military Personnel Information Management/Records; Army Regulation 608-18, The Family Advocacy Program; 42 U.S.C. 290dd-2, Substance Abuse and Mental Health Services; E.O. 12223, Occupational Safety Health Programs for Federal Employees; and E.O. 9397 (SSN), as amended.

**Purpose(s):**

The Department of the Army is proposing a new system of records that will integrate medical information from non-related and dispersed databases into a comprehensive health surveillance

database. It will support operational public health practices and maintain a record of work places, training, exposures (occupational and environmental), medical surveillance, ergonomic recommendations, corrections and any medical care provided for eligible individuals. As the Army's public health authority, the U.S. Army Public Health Command (USAPHC) and Army Institute of Public Health is authorized to collect or receive such information for the purpose of preventing or controlling disease, injury, or disability, including, but not limited to, the reporting of disease, injury, vital events, such as birth or death, and the conduct of public health surveillance, public health investigations, and public health interventions. These data will not be used to determine fitness for duty or other personnel actions, such as assignments, entitlements or benefits. Publication in peer-reviewed journals may occur when the results are of importance to the broader military or civilian public health community. In all cases, the results will be collapsed and aggregated in such a fashion as to prevent the identification of any specific individual.

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 contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

Under the need-to-know provision cited in 5 U.S.C. 552a(b) to the Chief of Staff Army, Vice Chief of Staff Army (VCSA), The Surgeon General (TSG), U.S. Army Medical Command (MEDCOM)/Office of The Surgeon General (OTSG). Information disclosed will be in response to senior leader requests pertaining to health surveillance and evaluations (information on the status, trends, and factors that determine the health and fitness of the U.S. Army), deployment and environmental health, food and water safety, workplace safety, and various focused prevention programs (e.g., injury, suicide, etc.).

To legitimate, appropriately credentialed, researchers in support of authorized studies with scientific merit and potential benefit to the Army. These researchers may be internal, e.g., Army Science Board, or external, e.g., National Institute of Mental Health, academic institutes, RAND, GAO, etc. Some studies will be of short duration and limited scope (such as a focused epidemiological consultation at an individual installation), which are part of public health practice and do not involve human subject research, while others will be long-term formal research studies with Institutional Review Board oversight to ensure all required safeguards with respect to human subject protection, privacy, and HIPAA.

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

Storage:

Electronic storage media.

Retrievability:

By member's surname or Social Security Number (SSN).

**Safeguards:**

The data are maintained in a controlled government facility. Physical entry is restricted by the use of locks, guards, and is accessible only to authorized personnel with a need-to-know. Access to personal data is limited to person(s) responsible for maintaining and servicing the data in performance of their official duties and who are properly trained, screened and cleared for a need-to-know. Access to personal data is further restricted by the use of Common Access Card (CAC) and/or strong password, which are changed periodically according to DoD security policy.

**Retention and disposal:**

Disposition pending until the National Archives and Records Administration approves retention and disposal schedule, records will be treated as permanent.

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

Director, U.S. Army Institute of Public Health, 5158 Blackhawk Road, Aberdeen Proving Ground, Maryland 21010-5403.

Chief Information Officer, Office of the Surgeon General, U.S. Army Medical Command, 2050 Worth Road, Suite 13, Fort Sam Houston, TX 78234-6013.

**Notification procedure:**

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the Director, U.S. Army Institute of Public Health, 5158 Blackhawk Road, Aberdeen Proving Ground, Maryland 21010-5403 or Chief Information Officer, Office of the Surgeon General, U.S. Army Medical Command, 2050 Worth Road, Suite 13, Fort Sam Houston, TX 78234-6013, or to the Patient Administrator at the appropriate medical treatment facility.

Individual should provide full name, Social Security Number (SSN) and military status and if required, other information verifiable from the record itself.

In addition, the requester must provide a notarized statement or an unsworn declaration made in accordance with 28 U.S.C. 1746, in the following format:

If executed outside the United States: `I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on (date). (Signature)`.

If executed within the United States, its territories, possessions, or commonwealths: `I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct. Executed on (date). (Signature)`.

**Record access procedures:**

Individuals seeking access to information about themselves is contained in this system of records should address written inquiries to Chief Information Officer, Office of the Surgeon General,

U.S. Army Medical Command, 2050 Worth Road, Suite 13, Fort Sam Houston, TX 78234-6013, or to the Patient Administrator at the appropriate medical treatment facility or Director, U.S. Army Institute of Public Health, 5158 Blackhawk Road, 5158 Blackhawk Road, Aberdeen Proving Ground, Maryland 21010-5403.

Individual should provide full name, Social Security Number (SSN) and military status or other information verifiable from the record itself.

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If executed within the United States, its territories, possessions, or commonwealths: `I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct. Executed on (date). (Signature)'.

Contesting record procedures:

The Army's rules for accessing records, and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

Record source categories:

Data contained in this system is collected from the individual Army offices and DoD databases.

Exemptions claimed for the system:

Investigative material compiled for law enforcement purposes may be exempt pursuant to 5 U.S.C. 552a(k)(2). However, if an individual is denied any right, privilege, or benefit for which he would otherwise be entitled by Federal law or for which he would otherwise be eligible, as a result of the maintenance of such information, the individual will be provided access to such information except to the extent that disclosure would reveal the identity of a confidential source.

Records maintained solely for statistical research or program evaluation purposes and which are not used to make decisions on the rights, benefits, or entitlement of an individual except for census records which may be disclosed under 13 U.S.C. 8, may be exempt pursuant to 5 U.S.C. 552a(k)(4).

An exemption rule for these exemptions will be promulgated in accordance with requirements of 5 U.S.C. 553(b)(1), (2), and (3), (c) and (e) and published in 32 CFR part 505. For additional information contact the system manager.