

N01130-1

System name:
Navy Recruiting System

System location:
Primary System, Headquarters, Navy Recruiting Command, 5722 Integrity Drive, Millington, TN 38054-5057; and SPAWARCEN Atlantic: New Orleans, 2251 Lakeshore Drive, New Orleans, LA 55140.

Categories of individuals covered by the system:
Applicants and prospective applicants who have made applications for career opportunities offered by the United States Navy, to include officer and enlisted programs for both the regular and reserve components.

Categories of records in the system:
Personal and medical history, immediate family information, educational background, professional qualifications, physical qualifications, mental aptitude, character evaluations, biometric data, and the results of national agency checks and background investigations. Records and correspondence to include: Name, Social Security Number (SSN), date of birth, place of birth, mailing/home addresses, home telephone number, personal cell number, gender, race, ethnicity, marital status, driver license, citizenship, legal status, home email address, mother's maiden and middle name, and prior service dates.

Authority for maintenance of the system:
10 U.S.C. 5013, Secretary of the Navy; 5 U.S.C. 301, Departmental Regulations, 5 U.S.C. 302, Delegation of Authority; 10 U.S.C. Sections governing authority to appoint officers; 10 U.S.C. 133, Under Secretary of Defense for Acquisition, Technology and Logistics; 10 U.S.C. 503, Enlistments: Recruiting Campaigns, Compilation of Information Directory; 10 U.S.C. 504, Persons not Qualified; 10 U.S.C. 508, Reenlistment: Qualifications; 10 U.S.C. 510, Enlistment Incentive for Pursuit of Skills to Facilitate National Service; 10 U.S.C. 1071, Purpose of this Chapter; 10 U.S.C. 1072, Definitions; 10 U.S.C. 1073, Administration of this Chapter; 10 U.S.C. 1074, Medical and Dental Care for Members and certain Former Members; 10 U.S.C. 1076, Medical and Dental Care for Dependents: General Rule; 10 U.S.C. 1077, Medical Care for Dependents: Authorized Care in Facilities of Uniformed Service; 10 U.S.C. 1078, Medical and Dental Care for Dependents: Charges; 10 U.S.C. 1079, Contracts for Medical Care for Spouses and Children: Plans; 10 U.S.C. 1080, Contracts for Medical Care for

Spouses and Children: Election of Facilities; 10 U.S.C. 1081, Contracts for Medical Care for Spouses and Children: Review and Adjustment of Payments; 10 U.S.C. 1082, Contract for Health Care: Advisory Committee; 10 U.S.C. 1083, Contracts for Medical Care for Spouses and Children: Hospitalization; 10 U.S.C. 1084, Determination of Dependency; 10 U.S.C. 1085, Medical and Dental Care from Executive Department: Reimbursement; 10 U.S.C. 1086, Contracts for Health Benefits for certain Members, Former Members, and their Dependents; 10 U.S.C. 1087, Programming Facilities for certain Members, Former Members, and their Dependents in Construction Projects of the Uniformed Services; 10 U.S.C. 1168, Discharge or release from Active Duty: Limitations; 10 U.S.C. 1169, Regular Enlistment Members: Limitation on Discharge; 10 U.S.C. 1209, Transfer to Inactive Status List instead of Separation; 10 U.S.C. 1475, Death Gratuity: Death of Members on Active Duty or Inactive Training and of certain other Persons; 10 U.S.C. 1476, Death Gratuity: Death after Discharge or Release from Duty or Training; 10 U.S.C. 1477, Death Gratuity: Eligible Survivors; 10 U.S.C. 1478, Death Gratuity: Amount; 10 U.S.C. 1479, Death Gratuity: Delegation on Determination, Payments; 10 U.S.C. 1480, Death Gratuity: Miscellaneous Provisions; 10 U.S.C. 1553, Review of Discharge or Dismissal; 10 U.S.C. Subtitle A: General Military Law; 10 U.S.C. 591, Reference to Chapters 1205 and 1207; 10 U.S.C. 600, Twenty Years or more: Warrant Officers; 10 U.S.C. 716, Commissioned Officers: transfers among they armed forces, the National Oceanic and Atmospheric Administration and the Public Health Service; 10 U.S.C. 2107, Financial Assistance Program for Specially Selected Members; 10 U.S.C. 2122, Eligibility for Participation; Merchant Marine Act of 1939, as amended; E.O. 10450, Security Requirements for Government Employment; E.O. E.O. 12107, Relating to the Civil Service Commission and Labor-Management in the Federal Service; DoD 6025.18-R, DoD Health Information Privacy Regulation; and E.O. 9397 (SSN), as amended.

Purpose(s):

To manage and contribute to the recruitment of qualified men and women for officer programs and the regular and reserve components of the Navy.

To ensure quality military recruitment and to maintain records pertaining to the applicant's personal profile for purposes of evaluation for fitness for commissioned service.

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 of 1974, as amended 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:

To officials and employees of the Department of Transportation in the performance of their official duties relating to the recruitment of Merchant Marine personnel.

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.

To officials and employees of the Department of Veterans Affairs and Selective Service Administration in the performance of their official duties related to enlistment and reenlistment eligibility and related benefits.

The DoD Blanket Routine Uses set forth at the beginning of the Department of Navy's compilation of system of records notices may apply to this system.

"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."

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

Storage:

Paper and electronic storage media.

Retrievability:

Name, SSN, and address.

Safeguards:

Paper records are kept in file cabinets and offices are locked after working hours. Information maintained on a computer

requires Common Access Card (CAC), Public Key Infrastructure (PKI) and/or User ID and password. Physical access is controlled by 24-hour security guards.

Retention and disposal:

Records are destroyed when 2 years old.

System manager(s) and address:

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

Notification procedure:

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

Requests should contain the individual's full name, address, SSN and signature.

The system manager may require an original signature or a notarized signature as a means of proving the identity of the individual.

Record access procedures:

Individuals seeking to access records about themselves in this system of records should submit written inquiries to the Commander, Navy Recruiting Command (ATTN: Privacy Act Coordinator), 5722 Integrity Drive, Millington, TN 38054-5057 or to the applicable Navy Recruiting District as listed under U.S. Government in the white pages of the telephone book.

Requests should contain the individual's full name, address, SSN and signature.

The system manager may require an original signature or a notarized signature as a means of proving the identity of the individual requesting access to the records.

Contesting 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:

Individual, parents, friends and associates; Navy Recruiting and reserve recruiting personnel, administrative staff, and employees processing applications; medical personnel conducting physical examination and/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; Commanding Officer of Naval Unit, if active duty; Department of Navy offices charged with personnel security clearance functions.

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