

DEPARTMENT OF DEFENSE  
Office of the Secretary of Defense  
Narrative Statement on an Altered System of Records  
Under the Privacy Act of 1974

1. System identifier and name: DHRA 07, entitled "National Language Service Corps Pilot Records."
  
2. Responsible official: Holly Brown, Director, National Language Service Corps, 1101 Wilson Boulevard, Suite 1210, Arlington, VA 22209-2248, (703) 588-0860.
  
3. Nature of proposed changes for the Office of the Secretary of Defense to the system: The Office of the Secretary of Defense proposes to alter this system by changing the following sections: system name, system location, categories of individuals, categories of records, authority, purpose(s), routine uses, retrievability, safeguards, retention and disposal, system manager and address, notification procedure, and record access procedures.
  
4. Authority for the \*maintenance (\*maintained, collected, used, or disseminated) of the system: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 131, Office of the Secretary of Defense; DoD Directive 5124.2, Under Secretary of Defense for Personnel and Readiness; 50 U.S.C. 1913, National Language Service Corps.
  
5. Provide the agency's evaluation on the probable or potential affect on the privacy of individuals: In updating this SORN, the National Language Service Corps reviewed the safeguards established for the system to ensure they are compliant with the DoD's requirements and are appropriate to the sensitivity of the information stored within the system. Any specific routine uses have been reviewed to ensure the minimum amount of personally identifiable information (PII) and records retention between the DoD and other Federal agencies, contractor companies and civilian organizations has been established.
  
6. Is the system, in whole or in part, being maintained, (maintained, collected, used, or disseminated) by a contractor? Yes.
  
7. Steps taken to minimize risk of unauthorized access: Paper records are stored in locked file cabinets, in a

locked office in a building with 24 hour security. Access to PII, whether in paper or electronic records, is restricted to NLSC employees and authorized contractors who require the records in the performance of their official duties. Access to PII stored electronically is further restricted by the use of passwords that are changed periodically. Physical entry to the facility hosting the web portal is restricted by the use of locks, guards, and administrative procedures. The concept of identification and authentication "layered protection" is used to keep unauthorized users out of the NLSC Records. All personnel granted access must participate in a security training and awareness program. This program consists of both initial security training and annual refresher training.

8. Routine use compatibility: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, the records contained herein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

To federal government agencies requesting emergency language support to facilitate U.S. efforts on the war on terrorism or in furtherance of national security objectives.

The DoD Blanket Routine Uses set forth at the beginning of the Office of the Secretary of Defense compilation of systems of records notices may apply to this notice.

9. OMB public information collection requirements:  
OMB collection required: Yes  
OMB Control Number (if approved): 0704-0449  
Expiration Date (if approved) or Date Submitted to OMB: April 30, 2012

Information is collected using Department of Defense (DD) Form 2932 (NLSC Application), DD Form 2933 (NLSC Detailed Skills Self-Assessment) and DD Form 2934 (NLSC Global Language Self-Assessment).

10. Name of IT system (state NONE if paper records only):  
National Language Service Corps (NLSC) Records.

DHRA 07

System name:

National Language Service Corps Pilot Records (September 11, 2008, 73 FR 52839).

Changes:

System name:

Delete entry and replace with "National Language Service Corps (NLSC) Records."

System location:

Delete entry and replace with "National Language Service Corps, 1101 Wilson Boulevard, Suite 1200, Arlington, VA 22209-2248."

Categories of individuals covered by the system:

Delete entry and replace with "U.S. citizens who apply to become or are members of the NLSC."

Categories of records in the system:

Delete entry and replace with "Full name, other names used, citizenship, home address, e-mail address, home and mobile telephone numbers, verification of 18 years of age, education level, legal status, security clearances, employment information, foreign language(s) spoken, foreign language proficiency levels, origin of foreign language(s) spoken, English proficiency levels, and NLSC-assigned control number."

Authority for maintenance of the system:

Delete entry and replace with "5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 131, Office of the Secretary of Defense; DoD Directive 5124.02, Under Secretary of Defense for Personnel and Readiness (USD(P&R)); 50 U.S.C. 1913, National Language Service Corps."

Purpose(s):

Delete entry and replace with "To allow U.S. citizens with language skills to self-identify their skills for the purpose of temporary employment on an intermittent work schedule or service opportunities in support of DoD or another department or agency of the United States. The information will be used to determine applicants' eligibility for NLSC membership and to identify and contact NLSC members."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:  
Delete entry replace with "In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, the records or information therein may be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

To another department or agency of the United States in need of temporary short-term foreign language services, where government employees are required or desired.

The DoD "Blanket Routine Uses" at [http://dpclo.defense.gov/privacy/SORNS/blanket\\_routine\\_uses.html](http://dpclo.defense.gov/privacy/SORNS/blanket_routine_uses.html) apply."

\* \* \* \* \*

Retrievability:

Delete entry and replace with "NLSC-assigned control number, full name, and home address."

Safeguards:

Delete entry and replace with "Paper records are stored in locked file cabinets, in a locked office in a building with 24 hour guards and closed circuit television. Access to information, whether in paper or electronic records, is restricted to NLSC employees, authorized contractors, system developers, and administrators who require the records in the performance of their official duties. Access to personal information stored electronically is further restricted by the use of usernames and passwords that are changed periodically. Physical entry is restricted by the use of locks, guards at the facility hosting the web portal, and administrative procedures. The concept of identification and authentication "layered protection" is used to keep unauthorized users out of the NLSC Records. All personnel granted access must participate in a security training and awareness program. This program consists of both initial security training and annual refresher training."

Retention and disposal:

Delete entry and replace with "Records are destroyed four years after participant ends participation."

System manager(s) and address:

Delete entry and replace with "Director, National Language Service Corps, 1101 Wilson Boulevard, Suite 1200, Arlington, VA 22209-2248."

Notification procedure:

Delete entry and replace with "Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Director, National Language Service Corps, 1101 Wilson Boulevard, Suite 1200, Arlington, VA 22209-2248.

Signed, written requests should contain the full name, current home address, and the name and number of this system of records notice."

Record access procedures:

Delete entry and replace with "Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Office of the Secretary of Defense (OSD)/Joint Staff Freedom of Information Act Requester Service Center, Office of Freedom of Information, 1155 Defense Pentagon, Washington, DC 20301-1155.

Signed, written requests should contain the individual's full name, current home address, and the name and number of this system of records notice."

\* \* \* \* \*

DHRA 07

System name:

National Language Service Corps (NLSC) Records.

System location:

National Language Service Corps, 1101 Wilson Boulevard,  
Suite 1200, Arlington, VA 22209-2248.

Categories of individuals covered by the system:

U.S. citizens who apply to become or are members of the NLSC.

Categories of records in the system:

Full name, other names used, citizenship, home address, e-mail address, home and mobile telephone numbers, verification of 18 years of age, education level, legal status, security clearances, employment information, foreign language(s) spoken, foreign language proficiency levels, origin of foreign language(s) spoken, English proficiency levels, and NLSC-assigned control number.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 131, Office of the Secretary of Defense; DoD Directive 5124.02, Under Secretary of Defense for Personnel and Readiness (USD(P&R)); 50 U.S.C. 1913, National Language Service Corps.

Purpose(s):

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

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

Storage:

Paper records in file folders and electronic storage media.

Retrievability:

NLSC-assigned control number, full name, and home address.

Safeguards:

Paper records are stored in locked file cabinets, in a locked office in a building with 24 hour guards and closed circuit television. Access to information, whether in paper or electronic records, is restricted to NLSC employees, authorized contractors, system developers, and administrators who require the records in the performance of their official duties. Access to personal information stored electronically is further restricted by the use of usernames and passwords that are changed periodically. Physical entry is restricted by the use of locks, guards at the facility hosting the web portal, and administrative procedures. The concept of identification and authentication "layered protection" is used to keep unauthorized users out of the NLSC Records. All personnel granted access must participate in a security training and awareness program. This program consists of both initial security training and annual refresher training.

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Signed, written requests should contain the individual's full name, current home address, and the name and number of this system of records notice.

Contesting record procedures:

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

Record source categories:

Individuals.

Exemptions claimed for the system:

None.