

System location:

SPAWAR Systems Center Atlantic, Navy Enterprise Data Center - Charleston; 1 Innovation Drive, Hanahan, SC 29410-4200.

Categories of individuals covered by the system:

DoD and Coast Guard uniform and civilian employees who are involved in on-duty diving operations, including those exposed to a hyperbaric environment, and all Naval personnel, including trainees, who participate in premeditated, on-duty parachute jumping operations.

Department of the Navy (DoN) military and civilian personnel, non-appropriated and foreign national civilian personnel, and other U.S. Government personnel, or contractors, who work or receive support from the U.S. Navy, ashore and/or afloat who are involved in hazards, accidents or occupational illnesses that result in lost time, government or private property damage or destruction and/or personal injury or death.

Categories of records in the system:

The system contains last name, first name and middle initial, military component, gender, date of birth, age, job title, marital status and number of dependents, rank/rate/grade, Social Security Number (SSN), DoD Identification Number, mailing/home address; home/work/mobile telephone, personal/work email address, civilian/military/foreign national/contractor indicator; event reference number, case or file number, unit identification code (UIC), activity name, major command code, type, department, date, time and general location of mishap/illness; government or private property damage/destruction, lost workday count, injury/illness type, Occupational Safety and Health Administration (OSHA) injury code(s), part(s) of body injured, object involved (injury source), process control number (job/activity at time of mishap), chemical involved, chemical comments, formal training involved, occupational medical stressors, date of last physical and non-diagnostic information concerning health readiness/restrictive duty, respirator usage and fit test results, environmental exposures, occupational injuries/illnesses; case type (fatality, lost time, no lost time, first aid), mishap classification, date of death, short narrative, start date, sent date, and claims information. The database also contains causal factors, a 72-hour profile for all involved personnel, involved chemical, involved sharp items, drug/alcohol factors, licenses and certifications, test scores, safety course, personal protective equipment, dive log, dive saturation, dive treatment, parachute jump, vehicle, aircraft,

and insertion/extraction/scaling technique information as is applicable to the type of mishap the individual is involved in.

The Dive Jump Reporting System (DJRS) is a module of RMI that includes the name of the diver/parachutist, date of birth, DJRS identification number, UIC and type of parachute or dive equipment used.

Authority for maintenance of the system:

5 U.S.C. 41 4101-4118, the Government Employees Training Act of 1958; 5 U.S.C. §301, Departmental Regulations; 10 U.S.C. §5013, Secretary of the Navy; 10 U.S.C. §5041, Headquarters, Marine Corps; E.O. 12196, Occupational Safety and Health Programs for Federal Employees; DoD Instruction 6055.07, Mishap Notification, Investigation, Reporting, and Record Keeping; OPNAVINST 5102.1D/MCO P5102.1B, Navy & Marine Corps Mishap and Safety Investigation, Reporting, and Record Keeping Manual; OPNAVINST 3750.6S, Naval Aviation Safety Management System; DoD 6025.18-R, DoD Health Information Privacy Regulation, and E.O. 9397 (SSN), as amended.

Purpose(s):

To collect information on injuries and occupational illnesses required of Federal governmental agencies by the Occupational Safety and Health Administration (OSHA) and pertinent information for property damage occurring during Naval operations. The data maintained in this system will be used for analytical purposes to improve the Department of the Navy's accident prevention policies, procedures, standards and operations, as well as to ensure internal data quality assurance.

To ensure all individuals receive required safety, fire, security, force protection, and emergency management training courses necessary to perform assigned duties and comply with Federal, DoD, and Navy related regulations.

The Dive Jump Reporting System (DJRS) module of RMI collects on-duty dive and jump exposure data that allows for analysis to identify trends in personnel and equipment performance and procedural adequacy. It also serves as the source for generating official dive or jump logs for an individual or command.

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

To the Occupational Safety and Health Administration (OSHA) during the course of an on-site inspection.

The DoD Blanket Routine Uses set forth at the beginning of the Department of the Navy compilation of systems of records notices may apply to this system. The complete list of DoD blanket routine uses can be found online at:

<http://dpclld.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>

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

Storage:

Paper records and electronic storage media.

Retrievability:

By individual's name, SSN, DoD ID Number, date of birth, location of the accident/illness, and/or date of mishap/illness.

Non-mishap related dive and jump records may be retrieved by the diver's/jumper's name, DJRS identification number, date of birth, UIC, type of dive and type of parachute or dive equipment used.

Safeguards:

Access to RMI requires a valid DoD Public Key Infrastructure (PKI) certificate and is PKI enforced. Computer terminals are located in limited access areas and are handled by personnel that are trained in working with automated Privacy Act systems of records. Paper records are safeguarded under lock and key.

Retention and disposal:

Records are permanent and will be held in accordance with retention schedule 3750.1a.

System Manager(s) and Address:

Sea Warrior Program (PMW 240), Attention: Risk Management Information (RMI) Program Manager, 701 South Courthouse Road, Suite 1400, Arlington, VA 22204-2487.

Official mailing addresses are published in the Standard Navy Distribution List available as an appendix to the Navy's compilation of system of records notices and may be obtained from the system manager.

Notification procedure:

Individuals seeking to determine whether information about themselves is contained in this system should address written privacy inquiries to the Commander, Naval Safety Center, Attention: Privacy Act Officer, 375 A Street, Norfolk, VA 23511-4399.

The request should contain full name, SSN, DoD ID Number, address, telephone number and email address (if any) of the individual concerned and must be signed.

The Responsible Official or Naval Safety Center's Privacy Act Officer 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 determine whether information about themselves is contained in this system should address written privacy inquiries to the Commander, Naval Safety Center, Attention: Privacy Act Officer, 375 A Street, Norfolk, VA 23511-4399.

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Contesting record procedures:

The Navy's rules for accessing records, contesting contents and appealing determinations are published in Secretary of the Navy Instruction 5211.5 and 32 CFR part 701.

Record source categories:

Navy and Marine Corps Safety Investigation Reports, departmental records such as personnel file excerpts, medical record excerpts, State and Federal records, and excerpts of police reports, witness statements, general correspondence, and Defense manpower data. For diving exposure records, the sources include DoD and Coast Guard commands that conduct diving operations or hyperbaric exposure incident to on-duty diving operations. Dive logs are also used. For parachute jump exposure records, the sources include reports from Navy and Marine Corps parachute jumpers regarding on-duty jumps using Jump Manifests.

Exemptions claimed for the system:
None.

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