

DPR 46 DoD

System name:

Spouse Education and Career Opportunities Program (SECO).

System location:

Defense Information Systems Agency (DISA), Defense Enterprise Computing Centers (DECC) Montgomery, 401 East Moore Drive, Maxwell Air Force Base, Alabama 36114-3000.

Categories of individuals covered by the system:

Participating spouses of members (hereafter military spouses) of the Armed Forces.

Categories of records in system:

Military spouse's name, DoD ID number, date of birth, gender, mailing address, years as military spouse, personal email address and telephone number, work experience, education, certificates and licenses, skills, abilities, and competencies.

Sponsor's name, DoD ID number, pay grade, current projected date of separation, branch of service, service eligibility, and time in service.

Authority for maintenance of the system:

10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 1784, Employment opportunities for military spouses; 10 U.S.C. 1784a, Education and training opportunities for military spouses to expand employment and portable career opportunities; and DoD Instruction 1342.22, Military Family Readiness.

Purpose(s):

The DoD SECO Program is the primary source of education, career and employment counseling for all military spouses. The SECO system delivers the resources and tools necessary to assist military spouses with career exploration/discovery, career education and training, employment readiness, and career connections at any point within the military spouse's career lifecycle.

Records may also be used as a management tool for statistical analysis, tracking, reporting, evaluation program effectiveness and conducting research.

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 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 authorized DoD SECO contractors and grantees for the purpose of responding to military spouse need.

To authorized DoD contractors and grantees for the purpose of supporting research studies concerned with the education, career and employment counseling of military spouses participating in DoD funded spousal education, career and employment programs.

To civilian educational institutions where the participant is enrolled, for the purposes of ensuring correct enrollment and billing information.

To the Department of Education, Consumer Financial Protection Bureau and the Department of Justice for the purpose of complying with E.O. 13607, Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members.

Law Enforcement Routine Use: If a system of records maintained by a DoD Component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the agency concerned, whether federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

Congressional Inquiries Disclosure Routine Use: Disclosure from a system of records maintained by a DoD Component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

Disclosure to the Department of Justice for Litigation Routine Use: A record from a system of records maintained by a DoD

Component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

Disclosure of Information to the National Archives and Records Administration Routine Use: A record from a system of records maintained by a DoD Component may be disclosed as a routine use to the National Archives and Records Administration for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

Data Breach Remediation Purposes Routine Use: A record from a system of records maintained by a Component may be disclosed to appropriate agencies, entities, and persons when (1) The Component suspects or has confirmed that the security or confidentiality of the information in the system of records has been compromised; (2) the Component has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by the Component or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the Components efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

The DoD Blanket Routine Uses set forth at the beginning of the Office of the Secretary of Defense (OSD) 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://dpcl.d.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>

Storage:  
Electronic storage media.

Retrievability:  
Name or DoD ID number.

Safeguards:  
SECO is hosted on a DoD Information Assurance Certification and Accreditation Process (DIACAP) certified and accredited infrastructure. Records are maintained on a military installation in a secure building in a controlled area accessible only to

authorized personnel. Physical entry is restricted by the use of locks and passwords and administrative procedures which are changed periodically. The system is designed with access controls, comprehensive intrusion detection, and virus protection. Access to personally identifiable information is role based and restricted to those who require the data in the performance of their official duties and have completed annual information assurance and privacy training. Records are encrypted during transmission to protect session information and at rest. Encrypted random tokens are implemented to protect against session hijacking attempts.

**Retention and disposal:**

User accounts are deleted after 3 consecutive years of inactivity.

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

Director, Office of Family Readiness Policy (OFRP) or SECO Program Manager, Military Community and Family Policy (MC&FP), 4800 Mark Center Drive, Alexandria, VA 22350-2300.

**Notification procedures:**

Individuals seeking to determine if information about themselves is contained in this record system should address written inquiries to the Director, Office of Family Readiness Policy (OFRP) or SECO Program Manager, Military Community and Family Policy (MC&FP), 4800 Mark Center Drive, Alexandria VA 22350-2300.

Signed, written requests should include the individual's full name, DoD ID number, current address, and telephone number.

**Record access procedures:**

Individuals seeking access to information about themselves contained in this record system should address inquiries to the Office of the Secretary of Defense/Joint Staff Freedom of Information Act Requester Service Center, 1155 Defense Pentagon, Washington DC 20301-1155.

Signed, written requests should include the individual's full name, DoD ID number, current address, and telephone number and this system of records notice number.

**Contesting record procedures:**

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

Record Source categories:  
The individual, DEERS.

Exemptions claimed for the system:  
None.

DRAFT