

Department of the Army

A0351-17b USMA

SYSTEM NAME:

U.S. Military Academy Management System Records (April 23, 2010, 75 FR 21258)

SYSTEM LOCATION:

U.S. Military Academy, West Point, NY 10996-5000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Potential, Present, and former cadets and faculty of the U.S. Military Academy.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, Social Security Number (SSN), military status, application and evaluations of cadet for admission; letters of recommendation/endorsement; academic achievements, awards, honors, grades, and transcripts; performance counseling; health, physical aptitude and abilities and athletic accomplishments, peer appraisals; supervisory assessments; suitability data, including honor code infractions and disposition. Basic biographical and historical summary of cadet's tenure at the U.S. Military Academy is maintained on cards in the Archives Office or on microfiche in the Cadet Records Section and as part of the system electronic backup. Academic contribution data (courses taught, research papers published, cadet activities supported) of faculty members is maintained.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 4334, Command and Supervision and E.O. 9397 (SSN), as amended.

PURPOSE(S):

To record cadets appointment to the Academy, his/her scholastic and athletic achievements, performance, motivation, discipline, final standing and potential as a military career officer. Also used to document faculty contributions as part of the academic and cadet development mission.

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:

Academic transcripts may be provided to educational institutions for the purpose of admissions to further educational degree programs.

The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems of records notices also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Electronic storage media.

RETRIEVABILITY:

By surname or Social Security Number (SSN).

SAFEGUARDS:

Electronically and optically stored records are maintained in fail-safe system software with password-protected access. Records are accessible only to authorized persons with a need-to-know who are properly screened, cleared and trained. Access is controlled through role based controls leveraging active directory authentication. The web pages are protected by Secured Socket Layer (SSL, i.e. HTTPS). The data and applications reside behind a firewall that includes intrusion monitoring capabilities. The systems are scanned regularly according to NETCOM guidance to identify potential vulnerabilities. The system and network enclave abide by Defense Information Assurance Certification and Accreditation (DIACAP) policies and guidance. The system is restricted to personnel who have a need to know to perform official duties. The system is located in secure facilities and is adequately protected on secure servers. The information is protected by unique login ID and passwords, as well as the employment of Common Access Cards (CAC), which prevents browsing and misuse of personal data by other users. The AMS establishes an https session before allowing entry of privacy act data.

RETENTION AND DISPOSAL:

Records of cadets who are commissioned become part of his/her Official Military Personnel File. Records of individuals not commissioned are destroyed after 5 years. Microfilmed and electronic records maintained by USMA are permanent; hard copy files are destroyed after being microfilmed. Contribution data on faculty is permanently maintained.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Software Engineering Branch, U.S. Military Academy, West Point, NY 10996-5000.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the Superintendent, U.S. Military Academy, West Point, NY 10996-5000.

Individual should provide full name, Social Security Number (SSN) and military status or 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 contained in this system of records should address written inquiries to the Superintendent, U.S. Military Academy, West Point, NY 10996-5000.

Individual should provide full name, Social Security Number (SSN) and military status or 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:

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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:

From the individual, his/her sponsors, peer evaluations, grades and reports of U.S. Military Academy academic and physical education department heads, transcripts from other educational institutions, medical examination/assessments, supervisory counseling/performance reports.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

Investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for federal civilian employment, military service, federal contracts, or access to classified information may be exempt pursuant to 5 U.S.C. 552a(k)(5), but only to the extent that such material would reveal the identity of a confidential source.

Evaluation material used to determine potential for promotion in the Military Services may be exempt pursuant to 5 U.S.C. 552a(k)(7), but only to the extent that the disclosure of such material would reveal the identity of a confidential source.

An exemption rule for this record 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 505. For additional information contact the system manager.

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