

M01533-1

SYSTEM NAME:

Marine Corps Junior Reserve Officers' Training Corps Instructor Evaluation Records.

SYSTEM LOCATION:

Commanding General, Training and Education Command (C 46JR), 1019 Elliot Road, Quantico, VA 22134.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Retired Marine Corps officers employed as certified MCJROTC Instructors. Instructors working for DoD are considered GS.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, rank, title, school name and address, additional school assignments, evaluations, observation period and frequency, evaluator comments, principal comments, signature and date blocks for instructor and principal, regional director comments, instructor recommendation for recertification, instructor meets height and weight and/or body fat requirements, signatures and dates, and rebuttal comments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: (GO OVER THIS TO SEE ALL APPLIES AS IT WILL BE LOOKED AT WHEN SENT)

10 U.S.C. 301, Departmental Regulations; 10 U.S.C. 2031, Junior Reserve Officers' Training Corps; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; DoD Instruction 1205.13, Junior Reserve Officers Training Corps (JROTC) Program; and MCO P1533.6E, Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) Program.

PURPOSE(S):

To provide a written record of the overall performance of duty pertaining all aspects of the job and over all character evaluation of the instructor.

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

Law Enforcement. 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.

Requesting Information. A record from a system of records maintained by a DoD Component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

Congressional Inquiries. 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.

Department of Justice for Litigation. 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 for International Agreements. A record from a system of records maintained by a DoD Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of DoD military and civilian personnel.

Disclosure to State and Local Taxing Authorities. Any information normally contained in Internal Revenue Service (IRS) Form W-2 which is maintained in a record from a system of records maintained by a DoD Component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements under 5 U.S.C., sections 5516, 5517, and 5520 and only to those state and local taxing authorities for

which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin No. 76-07.

Disclosure to the Office of Personnel Management: A record from a system of records subject to the Privacy Act and maintained by a DoD Component may be disclosed to the Office of Personnel Management (OPM) concerning information on pay and leave, benefits, retirement deduction, and any other information necessary for the OPM to carry out its legally authorized government-wide personnel management functions and studies.

Military Banking overseas: Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

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

STORAGE:

Paper records and/or electronic storage media.

RETRIEVABILITY:

Name and school Name.

SAFEGUARDS:

Access to room controlled through utilization of key. Paper records are stored in locked cabinets. Access to electronic documentation is limited to authorized personnel with a need to know and is password protected.

RETENTION AND DISPOSAL:

Records are destroyed TWO years after instructor leaves the program.

SYSTEM MANAGER(S) AND ADDRESS:

Commanding General, Training and Education Command (C 46JR), 1019 Elliot Road, Quantico, VA 22134.

NOTIFICATION PROCEDURE:

Individual seeking to determine whether information about themselves is contained in this system of records should address written inquires to the Commanding General, TECOM (C 46JR), 1019 Elliot Road, Quantico, VA 22134.

Request should contain individual's full name and school name and school address. If no longer an MCJROTC instructor, they should provide dates of service as an instructor. The request must be signed, include current address and telephone number.

RECORD ACCESS PROCEDURES:

Individual seeking to determine whether information about themselves is contained in this system of records should address written inquires to the Commanding General, TECOM (C 46JR), 1019 Elliot Road, Quantico, VA 22134.

Request should contain individual's full name and school name and school address. If no longer an MCJROTC instructor, they should provide dates of service as an instructor. The request must be signed, include current address and telephone number.

CONTESTING RECORD PROCEDURES:

The Marine Corps rules for accessing records and 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, MCJROTC administrative personnel, and school district personnel.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.