

DEPARTMENT OF DEFENSE
Office of the Secretary of Defense
Narrative Statement for a Modified System of Records
Under the Privacy Act of 1974

1. System name and number: “National Language Service Corps (NLSC) Records,” DHRA 07, DoD.
2. Nature of proposed modifications for the system: The National Language Service Corps (NLSC) Records is a web-based system to allow U.S. citizens with language and special skills to self-identify these skills for the purpose of temporary employment on an intermittent work schedule for service opportunities in the DoD or another department or agency of the United States requesting foreign language support determined to be in the national interest of the United States.

The Defense Language and National Security Education Office (DLNSEO) is proposing to modify this system of records. The change will expand the categories of records in the system to include Social Security Numbers. Additional changes, include updating the routine uses of records maintained in the system, policies and practices for storage of records, policies and practices for retention and disposal of records, contesting record procedures, and notification procedures to align with the latest SORN templates and guidance.

3. Specific authority under which the system of records is maintained: 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)); and 50 U.S.C. 1913, National Language Service Corps.”
4. Provide the agency’s evaluation on the probable or potential effect on the privacy of individuals: If improperly disclosed or breached, there is a risk that sensitive personally identifiable information (PII), such as social security numbers, could be revealed. In updating this SORN, DLNSEO reviewed the safeguards for the system to ensure they are compliant with DoD requirements and are appropriate for 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 and records retention between the DoD and other Federal agencies, contractor companies and civilian organizations has been established.
5. Routine use compatibility: The routine uses are consistent with the purpose for which the information is collected, and have been determined to be necessary and proper.

Routine use a is compatible with the purpose of the collection as it allows for the sharing of information with other United States departments and agencies to ensure members meet appropriate criteria for identification, selection, and placement to qualified agencies.

Routine use b is compatible with the purpose of the collection as it allows for the sharing of information with contractors to provide program management and system support in order to identify applicants for short-term temporary assignments.

Routine use c through f are standard routine uses commonly listed in DoD and other Federal agency System of Records Notices.

Routine uses g and h are in response to the Office of Management and Budget (OMB) requirement in OMB M-17-12 to respond appropriately to a breach of personally identifiable information in this system of records or, as appropriate, to assist another Federal agency or entity in its response to a breach.

6. OMB public information collection requirements:

OMB collection required: YES
OMB Control Number: 0704-0449
Title of collection: National Language Service Corps
Date Approved or Submitted: 22 October 2015
Expiration Date: November 30, 2018

Provide titles of any information collection requests (e.g. forms and number, surveys, interviews, scripts, etc.) contained in the system of records.

DD Form 2932, National Language Service Corp (NLSC) Application
DD Form 2933, National Language Service Corp (NLSC) Detailed Skills Self Assessment
DD Form 2934, National Language Service Corp (NLSC) Global Skills Self-Assessment.
SD 436 Conditions of Employment for Experts and Consultants
I-9 Employment Eligibility Verification
SF 144 Statement of Prior Federal Service
SF 256 Self Identification of Handicap
SF 181 Race and Ethnicity Identification
Disqualification Statement
Safeguarding Military Information
DLA 1712 DoD Telephone Notice
SF 1152 Designation of Beneficiary
SF 1199a Direct Deposit Sign Up Form
W-4 Federal Tax Form
State Tax Form (if applicable)
Defense Travel System Application Form

7. Name of information technology (IT) system and DITPR number: National Language Service Corps (NLSC) Records, DITPR Number 10735

8. Is the system, in whole or in part, being maintained by a contractor? Yes

Office of the Secretary

Docket ID:

Privacy Act of 1974; System of Records

AGENCY: Defense Human Resources Activity, DoD.

ACTION: Notice of a Modified System of Records.

SUMMARY: The Office of the Secretary of Defense proposes to modify a system of records entitled “National Language Service Corps (NLSC) Records, DHRA 07.” The NLSC system is a cost-effective solution to the tactical and strategic management of foreign language support needs within the U.S. military and civilian enterprise for operations, plans, and workforce requirements. It provides a surge capability from individuals who are generally unavailable to the Government by tapping into our nation’s population of skilled citizens who speak hundreds of languages critical to our nation’s needs.

DATES: Comments will be accepted on or before **[INSERT 30 DAYS FROM DATE OF**

PUBLICATION IN THE FEDERAL REGISTER]. This proposed action will be effective the date following the end of the comment period unless comments are received which result in a contrary determination.

ADDRESSES: You may submit comments, identified by docket number and title, by any of the following methods:

* Federal Rulemaking Portal: <http://www.regulations.gov>.
Follow the instructions for submitting comments.

* Mail: Department of Defense, Office of the Deputy Chief Management Officer, Directorate of Oversight and Compliance, 4800 Mark Center Drive, Mailbox #24, Suite 08D09, Alexandria, VA 22350-1700.

Instructions: All submissions received must include the agency name and docket number for this Federal Register document. The general policy for comments and other submissions from members of the public is to make these submissions available for public viewing on the Internet at <http://www.regulations.gov> as they are received without change, including any personal identifiers or contact information.

FOR FURTHER INFORMATION CONTACT: Mrs. Luz D. Ortiz, Chief, Records, Privacy and Declassification Division (RPDD), 1155 Defense Pentagon, Washington, D.C. 20311-1155, or by phone at (571) 372-0478.

SUPPLEMENTARY INFORMATION: The NLSC is a federal program sponsored by the Department of Defense through the Defense Language and National Security Education Office

(DLNSEO). Designed to support federal agencies in times of national need, the NLSC provides and maintains a readily available civilian corps of 8,906 volunteers representing over 400 languages. NLSC provides members with the opportunity to join an active community of culturally diverse individuals, utilize language development tools, and use their language skills on mission deployments.

The Office of the Secretary of Defense notices for systems of records subject to the Privacy Act of 1974, as amended, have been published in the Federal Register and are available from the address in FOR FURTHER INFORMATION CONTACT or at the Defense Privacy, Civil Liberties, and Transparency Division website at <http://dpcl.d.defense.gov/privacy>.

Dated:

Aaron Siegel
Deputy OSD Federal Register Liaison Officer, Department of Defense

SYSTEM NAME AND NUMBER: National Language Service Corps (NLSC) Records, DHRA 07.

SECURITY CLASSIFICATION: Unclassified.

SYSTEM LOCATION: Amazon Web Services (AWS), 12900 Worldgate Drive, Suite 800, Herndon, VA 20170-6040

SYSTEM MANAGER(S): Associate Director, National Language Service Corps, 4800 Mark Center Drive, Suite 08D09, Alexandria, VA 22350-1700, Ernesto.c.andrada.civ@mail.mil, 571-256-0801

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)); and 50 U.S.C. 1913, National Language Service Corps.

PURPOSE(S) OF THE SYSTEM: 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.

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, social security number, citizenship, home address, email address, home and mobile telephone numbers, age verification of 18 years, education level, security clearance, employment information (e.g., federal employee, political appointee, armed forces), foreign language(s) spoken, foreign language proficiency levels, origin of foreign language(s) spoken, English proficiency levels, and NLSC-assigned control number.

RECORD SOURCE CATEGORIES: The individual.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND PURPOSES OF SUCH USES:

In addition to those disclosures generally permitted in accordance with 5 U.S.C. 552a(b), 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:

- a. 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.
- b. To contractors responsible for performing or working on contracts for the DoD when necessary to accomplish an agency function related to this system of records. Individuals provided information under this routine use are subject to the same Privacy

Act requirements and limitations on disclosure that apply to DoD officers and employees.

- c. To the appropriate Federal, State, local, territorial, tribal, foreign, or international law enforcement authority or other appropriate entity where a record, either alone or in conjunction with other information, indicates a violation or potential violation of law, whether criminal, civil, or regulatory in nature.
- d. To any component of the Department of Justice for the purpose of representing the DoD, or its components, officers, employees, or members in pending or potential litigation to which the record is pertinent.
- e. In an appropriate proceeding before a court, grand jury, or administrative or adjudicative body or official, when the DoD or other Agency representing the DoD determines that the records are relevant and necessary to the proceeding; or in an appropriate proceeding before an administrative or adjudicative body when the adjudicator determines the records to be relevant to the proceeding.
- f. To the National Archives and Records Administration for the purpose of records management inspections conducted under the authority of 44 U.S.C. §§ 2904 and 2906.
- g. To a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of, and at the request of, the individual who is the subject of the record.
- h. To appropriate agencies, entities, and persons when (1) the DoD suspects or has confirmed that there has been a breach of the system of records; (2) the DoD has determined that as a result of the suspected or confirmed breach there is a risk of harm to individuals, the DoD (including its information systems, programs, and operations), the Federal Government, or national security; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the DoD's efforts to respond to the suspected or confirmed breach or to prevent, minimize, or remedy such harm.
- i. To another Federal agency or Federal entity, when the DoD determines that information from this system of records is reasonably necessary to assist the recipient agency or entity in (1) responding to a suspected or confirmed breach or (2) preventing, minimizing, or remedying the risk of harm to individuals, the recipient agency or entity (including its information systems, programs and operations), the Federal Government, or national security, resulting from a suspected or confirmed breach.

POLICIES AND PRACTICES FOR STORAGE OF RECORDS: Records are maintained in electronic storage media, in accordance with the safeguards mentioned below.

POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS: The records are retrieved

by the individual's name or home address.

POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS: NLSC Charter Member Files, Temporary, Destroy/Delete 4 years after termination of membership.

Application of Non-enrollees, Temporary, Destroy/Delete when 4 years old

ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS: All NLSC personnel are certified for their roles in accordance with DoD Directive 8570.01-M. A cyber awareness-training program is implemented to ensure that upon arrival, and at least annually thereafter, all NLSC personnel, including developers, support, and maintenance personnel receive DoD Cyber Awareness training. Records of cyber awareness training are kept for all staff for the period of one year. Additionally, cyber security personnel receive training and familiarization to perform their assigned cyber security responsibilities, to include familiarization with their prescribed roles in all cyber related plans such as Incident Response, mitigation of malicious code and suspicious communications, Configuration Management and Disaster Recovery (DR). These personnel are also provided training on the operation of physical security controls. Refresher training is provided at least annually, or when significant changes to physical security controls arise. The physical facilities meet the Defense Information Systems Agency (DISA) Cloud Security Model (CSM) level 2 which is equivalent to a FedRAMP moderate baseline, in which physical security controls are inherited from Amazon's System Security Plan (SSP). Data centers are housed in nondescript facilities. Physical access is strictly controlled both at the perimeter and at building ingress points by professional security staff utilizing video surveillance, intrusion detection systems, and other electronic means. Authorized staff must pass two-factor authentication a minimum of two times to access data center floors.

RECORD ACCESS PROCEDURES: 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.

In addition, the requester must provide either a notarized statement or a declaration made in accordance with 28 U.S.C. 1746, using 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)."

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.

NOTIFICATION PROCEDURES: Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to: Director, National Language Service Corps, 4800 Mark Center Drive, Mailbox #24, Suite 08D09, Alexandria, VA 22350-1700.

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

In addition, the requester must provide either a notarized statement or a declaration made in accordance with 28 U.S.C. 1746, using 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)."

EXEMPTIONS PROMULGATED FOR THE SYSTEM: None.

HISTORY: 80 FR 13353 (March 13, 2015).