

DEPARTMENT OF DEFENSE  
National Guard Bureau  
Narrative Statement for a New System of Records  
Under the Privacy Act of 1974, as amended

1. System name and number: “**Employment Support Program** Event and Activity Management – Joint Services Support (JSS) system,” INGB XXX.
2. Purpose of Establishing the System: The **Employment Support Program** is proposing to modify an existing system of records for management of internal events and business activities conducted by its staff **and/or volunteers**. This is required for program management functions such as track attendance at events, receive feedback from events, track training, maintain points of contact, and reporting.
3. Authority for maintenance (maintained, collected, used, or disseminated) of the system: **10 U.S.C. 10502, Chief, National Guard Bureau; 10 U.S.C. 12302, Ready Reserve; 10 U.S.C. 10145, Ready Reserve: placement in; DoDI 1342.22 Military Family Readiness; Employment and Reemployment Rights of Members of the Uniformed Services; 20 CFR part 1002, Regulations Under the Uniformed Services Employment and Reemployment Rights Act of 1994; DoD Directive 1250.1, National Committee for Employer Support of the Guard and Reserve; DoD Instruction 1205.22, Employer Support of the Guard and Reserve**
4. Provide the agency’s evaluation on the probable or potential effects on the privacy of individuals: The National Guard Bureau reviewed the safeguards established for the system to ensure they are compliant with DoD requirements and are appropriate to the sensitivity of the information stored within the system.
5. Routine use compatibility: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, 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:
  - 5a. Congressional Inquiries Disclosure Routine Use: Disclosure from a system of records from this system 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.
  - 5b. Disclosure of Information to the General Services Administration Routine Use: A record from this system of records may be disclosed as a routine use to the General Services Administration for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.
  - 5c. Disclosure of Information to the National Archives and Records Administration Routine Use: A record from this system of records 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.

5d. Data Breach Remediation Purposes Routine Use: A record from a this system of records 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.

5e. Contractor Technical Support Routine Use: A record from this system of records may be disclosed to the contractor to provide technical support if/when appropriate to troubleshoot and resolve technical issues.

6. OMB information collection requirements:

OMB collection required: Yes

OMB Control Number: 0704-0537

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

Reference collections documents here: [http://www.reginfo.gov/public/do/PRAViewIC?ref\\_nbr=201501-0704-002&icID=214632](http://www.reginfo.gov/public/do/PRAViewIC?ref_nbr=201501-0704-002&icID=214632)

Information Required by DPCLTD (not submitted to OMB):

7. Name of IT system (state NONE if paper records only): Joint Services Support (JSS) System; DITPR #14629.

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

**SYSTEM NAME AND NUMBER:** “Employment Support Program Event and Activity Management – Joint Services Support (JSS) system,” INGB XXX.

**SECURITY CLASSIFICATION:** Unclassified

**SYSTEM LOCATION:** Amazon Web Services (AWS) GovCloud (US) 12900 Worldgate Dr. Herndon VA 21070

**SYSTEM MANAGER(S):** National Guard Bureau, Manpower and Personnel Directorate (NG-J1), 111 South George Mason Drive, Arlington Hall 2, Arlington, VA 22204-1373.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

10 U.S.C. 10502, Chief, National Guard Bureau; 10 U.S.C. 12302, Ready Reserve; 10 U.S.C. 10145, Ready Reserve: placement in; DoDI 1342.22 Military Family Readiness; Employment and Reemployment Rights of Members of the Uniformed Services; 20 CFR part 1002, Regulations Under the Uniformed Services Employment and Reemployment Rights Act of 1994; DoD Directive 1250.1, National Committee for Employer Support of the Guard and Reserve; DoD Instruction 1205.22, Employer Support of the Guard and Reserve

**PURPOSE(S):** JSS is a centralized, web-based system that provides the National Guard Bureau’s programs and partners, with common capabilities to support program management functions such as: communication and collaboration, outreach and awareness, learning management, business process automation and event management for events held by its programs nationwide for DoD Service members and their families.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Current and former members of the Federally Recognized Air and Army National Guards of the United States; current and former Service members of the United States Armed Forces; current and former members of the Reserve Components of the United States Armed Forces; family members of current and former members of the National Guard, Armed Forces, and Armed Forces Reserve; Department of Defense (DoD) civilian employers, employees and contractors; Volunteers and participants of DoD authorized programs.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Service affiliation, name, DoD ID Number, date of birth, gender, ethnicity, contact phone number, contact email address, address, entitlement and eligibility information, unit name and address, special needs or requirements to accommodate at the event.

**RECORD SOURCE CATEGORIES:**

Information is collected from the individual when registering as a user or registering to attend an event.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM INCLUDING**

**CATEGORIES OF USERS AND THE PURPOSE 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 therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

**Congressional Inquiries Disclosure Routine Use:** Disclosure from a system of records from this system 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 of Information to the General Services Administration Routine Use:** A record from this system of records may be disclosed as a routine use to the General Services Administration for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

**Disclosure of Information to the National Archives and Records Administration Routine Use:** A record from this system of records 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 this system of records 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.

**Contractor Technical Support Routine Use:** A record from this system of records may be disclosed to the contractor to provide technical support if/when appropriate to troubleshoot and resolve technical issues.

**POLICIES AND PRACTICES FOR STORAGE OF RECORDS:** Electronic storage media.

**POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS:** By DoD ID Number, or by name and e-mail address, depending on the type of event held.

**POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS:** Disposition pending (until the National Archives and Records Administration approves retention and disposal schedule for the National Guard Bureau all records will be treated as permanent).

**ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS:** Data center access is limited to only data center technicians and the center uses biometric scanning for controlled data center access. The data center also has security camera monitoring and 24-hour onsite staff

providing additional protection against unauthorized entry. All employees are trained on documented information security and privacy procedures. Access to confidential information is restricted to authorized personnel only according to documented processes.

Systems access is logged and tracked for auditing purposes. Secure document-destruction policies are in place for all sensitive information and change-management procedures are fully documented. In addition, there is an independently audited disaster recovery and business continuity of operations plan in place.

**RECORD ACCESS PROCEDURES:** Individuals seeking to access information about themselves in this system should address written inquiries to National Guard Bureau, Manpower and Personnel Directorate (NG-J1), 111 South George Mason Drive, Arlington Hall 2, Arlington, VA 22204-1373.

Written requests must include the individual's name and DoD ID number (if available) as well as a full mailing address to receive a response.

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)."

**CONTESTING RECORDS PROCEDURES:** The National Guard Bureau rules for accessing records and for contesting contents and appealing initial agency determinations are published at 32 CFR part 329 or may be obtained from the system manager.

**NOTIFICATION PROCEDURES:** Individuals who wish to inquire whether this system of records contains information about themselves should address written inquiries to National Guard Bureau, Manpower and Personnel Directorate (NG-J1), Joint Services Support System (JSS); 111 South George Mason Drive, Arlington Hall 2, Arlington, VA 22204-1373.

Written requests must include the individual's name and DoD ID number (if available), as well as a full mailing address to receive a response.

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).”

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None.

**HISTORY:** None.