

Department of the Navy (Navy and Marine Corps)

N01750-1

SYSTEM NAME:

Family Ombudsman Registry (January 14, 2008, 73 FR 2227)

SYSTEM LOCATION:

Fleet and Family Support Program, Navy Installations Command, 2713 Mitscher Road SW., Ste. 300, Anacostia Annex, DC 20373-5802.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have volunteered to serve as Navy family ombudsmen in the Navy Family Ombudsmen Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, addresses (home, business, and email, phone numbers (home, office, cell, and fax), command name and address, command unit identification code (UIC), gender, and training dates.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 5013, Secretary of the Navy and OPNAVINST 1750.1 Series, Navy Family Ombudsmen Program.

PURPOSE(S):

To identify Navy family ombudsmen; provide them with program information; collect program statistics and workload data; and maintain record of program training received.

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, these records or information contained therein may specifically be

disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows

The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of systems of records notices apply to this system.

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

STORAGE:

Networked databases.

RETRIEVABILITY:

Name and organization.

SAFEGUARDS:

Password controlled system. Access limited to program coordinators, commanding officers and/or their appointed representatives.

RETENTION AND DISPOSAL:

Destroy when ombudsman resigns from position or is replaced.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Family Readiness Programs, Navy Installations Command, 2713 Mitscher Road SW, Ste 300, Anacostia Annex, DC 20373-5802.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the Director, Family Readiness Programs, Navy Installations Command, 2713 Mitscher Road SW, Ste 300, Anacostia Annex, DC 20373-5802

The request should include full name and should be signed.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system of records should address written inquiries to the Director, Family Readiness

Programs, Navy Installations Command, 2713 Mitscher Road SW, Ste 300, Anacostia Annex, DC 20373-5802.

The request should include full name and should be signed.

CONTESTING RECORD PROCEDURES:

The Navy's rules for accessing records, and for 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 and commanding officer and/or their appointed representative.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.