

DEPARTMENT OF DEFENSE

BILLING CODE:

Department of the Navy

Docket ID:

Privacy Act of 1974; System of Records

AGENCY: Department of the Navy, Department of Defense

ACTION: Notice of a New System of Records.

SUMMARY: The Department of the Navy (DON) is proposing to add a system of records titled, "Marine Corps Community Services (MCCS) Lodging Records." This system enables the ability to manage and administer the MCCS Lodging reservations, accommodations, sales transactions, and services provided. The intended effect is managing and administering the MCCS lodging facilities and services provided in an effective and efficient manner that streamlines service delivery; improves customer experience; and increases utilization and retention rates.

DATES: Comments will be accepted on or before [, 2018]. This proposed action will be effective on the date following the end of the comment period unless comments are received which will result in a contrary determination. [The deadline to submit comments on the proposal and the date on which any routine uses will be effective].

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: Federal Docket Management System Office, 4800 Mark Center Drive, East Tower, 2nd Floor, Suite 02G09, Alexandria, VA 22350-3100.

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: Sally A. Hughes, Head, FOIA/PA Programs (ARSF), Headquarters, U.S. Marine Corps, 3000 Marine Corps Pentagon, Washington, DC 20350-3000, telephone (703) 614-3685.

SUPPLEMENTARY INFORMATION: This action is necessary to authorize the collection of personal information to comply with the Privacy Act and OMB guidelines. Without this system, MCCS would not be able to effectively manage and administer lodging reservations, accommodations, sales transactions, and services provided.

The Department of the Navy 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 from the Defense Privacy and Civil Liberties Division Web site at <http://defense.gov/privacy>.

The proposed system report, as required by the Privacy Act of 1974, as amended, was submitted on [], to the House Committee on Oversight and Government Reform, the Senate Committee on Governmental Affairs, and the Office of Management and Budget (OMB) pursuant to paragraph 7 of OMB Circular No. A-108, "Federal Agency Responsibilities for Review, Reporting, and Publication under the Privacy Act," revised December 23, 2016 (December 23, 2016 81 FR 94424).

Dated:

Aaron Siegel,

Alternate OSD Federal Register Liaison Officer, Department of Defense.

SYSTEM NAME AND NUMBER: Marine Corps Community Services (MCCS) Lodging Records, M04066-9.

SYSTEM CLASSIFICATION: Unclassified

SYSTEM LOCATION: Cloud services provided by Project Hosts, Inc, 400 Main Street, Conneautville, PA 16406-6916.

Secondary Location: Business & Support Services Division (MR), Headquarters, U.S. Marine Corps, 3044 Catlin Avenue, Quantico, VA 22134-5099.

Individuals may contact installations directly for individual invoices. Official mailing addresses are published in the Standard Navy Distribution List that is available at <http://doni.daps.dla.mil/sndl.aspx>.

SYSTEM MANAGERS: Branch Head, Food, Lodging, and Commercial Recreation, Business & Support Services Division (MR), Headquarters, U.S. Marine Corps, 3044 Catlin Avenue, Quantico, VA 22134-5099.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; DoDI 1015.11, Lodging Policy; DoDI 1015.10, Military Morale, Welfare, and Recreation Programs; and MCO 1700.30, Marine Corps Community Services Business Operations Manual.

PURPOSE(S) OF THE SYSTEM: To manage and administer MCCS lodging reservations, accommodations, sales transactions, and services provided; to record payment of accounts; cash control; to gather occupancy data; to determine occupancy breakdown; to account for rentals and furnishings; and for a customer rewards program.

To analyze utilization and purchases to improve business and marketing strategies, define target markets among authorized patrons, determine appropriate product and service availability,

and perform data analysis to better meet the current and future needs and wants of authorized patrons, maintain good customer service, improve competitive advantage, and develop new product and service offerings.

To authenticate authorization for patron access to services and spaces, and employee access to system information and data.

To provide information to authorized personnel with a need-to-know for the purposes of detection, prevention, and investigation of property loss, fraud, theft, or abuse of privileges.

To provide information to authorized personnel with a need-to-know for the purposes of identifying, recovering, and collecting debts owed, as appropriate.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM: Military members, DoD civilian employees, contractors, and their family members/dependents, and other individuals authorized to use services provided by MCCA Lodges.

CATEGORIES OF RECORDS IN THE SYSTEM:

Full name; lodging assigned account number; occupation position/title; address (mailing, home, and work); phone number (personal and work); email (personal and work); military information to include branch of service, status, grade/rank, and if traveling on official orders; information for reservations to include special requests or accommodations and confirmation number; invoice for lodging accommodations, services, and miscellaneous purchases; information related to transactions and utilization of services; payment information; vehicle information; customer feedback; and correspondence.

RECORD SOURCE CATEGORIES: Individuals and MCCA lodging records.

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, 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:

- a. To contractors, grantees, experts, consultants, students, and others performing or working on a contract, service, grant, cooperative agreement, or other assignment for the Federal Government when necessary to accomplish an agency function related to this system of records.
- b. To vendors performing or working on a contract, service, grant, cooperative agreement, or other assignment for the federal government when necessary to accomplish an agency function related to this system of records.
- c. To credit card processors, banks, and other financial institutions to process payments made by credit or debit cards, by check, or other payment methods.
- d. To consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or in accordance with 3(d)(4)(A)(ii) of the Federal Claims Collection Act of 1966 as amended (31 U.S.C. 3701(a)(3) for the purpose of encouraging the repayment of an overdue debt, the amount, status and history of overdue debts, the name and address, taxpayer identification (SSN), and other information necessary to establish the identity of a debtor, the agency and program under which the claim arose, may be disclosed pursuant to 5 U.S.C. 552a(b) (12).
- e. To designated officers and employees of Federal, State, local, territorial or tribal, international, or foreign agencies maintaining civil, criminal, enforcement, or other pertinent information, such as current licenses, if necessary to obtain information relevant and necessary to a DoD Component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.

f. To designated officers and employees of Federal, State, local, territorial, tribal, international, or foreign agencies in connection with the hiring or retention of an employee, the conduct of a suitability or security investigation, 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 and the Department deems appropriate.

g. To foreign or international law enforcement, security, or investigatory 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.

h. To appropriate Federal, State, local, tribal, foreign or international agencies for compliance with local laws and regulations governing control of communicable diseases, preventive medicine and safety, child abuse, and other public health and welfare programs. Notification of any identified health threat or risk will be provided to the appropriate entity.

i. To appropriate Federal, State, local, territorial, tribal, foreign, or international agencies for the purpose of counterintelligence activities authorized by U.S. law or Executive Order, or for the purpose of executing or enforcing laws designed to protect the national security or homeland security of the United States, including those relating to the sharing of records or information concerning terrorism, homeland security, or law enforcement.

j. To any person, organization or governmental entity (e.g., local governments, first responders, American Red Cross, etc.), in order to notify them of or respond to a serious and imminent terrorist or homeland security threat or natural or manmade disaster as is necessary and relevant for the purpose of guarding against or responding to such threat or disaster.

- k. To such recipients and under such circumstances and procedures as are mandated by federal statute or treaty.
- l. 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.
- m. 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.
- n. 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.
- o. 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.
- p. 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.
- q. 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.

r. 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: The records are maintained in paper and electronic storage media, in accordance with the safeguards mentioned below.

POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS: First and last name; lodging location and date(s) of stay; reservation number, if known; home/work/personal email address; home/work/mobile phone number; method of payment; and last four digits of credit card number, if applicable.

POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS:
Destroy when 5 years old or once an audit of cash control procedures has occurred, whichever is earlier. (Records Schedule DAA-0127 -2013-0020)

ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS: Access to facility/building, room, and computer/file cabinet(s) containing personally identifiable information (PII) is limited to person(s) responsible for servicing the record(s) in the performance of their official duties and who are properly screened and cleared for need-to-know.

Electronic records are maintained in a controlled facility. Physical entry is restricted by the use of locks and is accessible only to authorized personnel. Access to records is limited to person(s) responsible for servicing the record in performance of their official duties and who are properly screened and cleared for need-to-know. Access to computerized data is restricted by passwords which are changed periodically and Public Key Infrastructure (PKI)/Common Access Card (CAC).

RECORDS ACCESS PROCEDURES: Individuals seeking access to information about themselves contained in this system of records should address written inquiries to: Branch Head, Food, Lodging, and Commercial Recreation, Business & Support Services Division (MR), Headquarters, U.S. Marine Corps, 3044 Catlin Avenue, Quantico, VA 22134-5099.

Individuals may contact installations directly for individual invoices. Official mailing addresses are published in the Standard Navy Distribution List that is available at <http://doni.daps.dla.mil/sndl.aspx>.

Signed written requests should include the individual's full name, current address and telephone number, lodging location and dates of stay, method of payment, and last four digits on the credit card if applicable.

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 RECORD PROCEDURES: The Department of 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.

NOTIFICATION PROCEDURES: Individuals seeking to determine if information about themselves is contained in this system should address written inquiries to: Branch Head, Food, Lodging, and Commercial Recreation, Business & Support Services Division (MR), Headquarters, U.S. Marine Corps, 3044 Catlin Avenue, Quantico, VA 22134-5099.

Individuals may contact installations directly for individual invoices. Official mailing addresses are published in the Standard Navy Distribution List that is available at <http://doni.daps.dla.mil/sndl.aspx>.

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Executed on (date). (Signature).”

EXEMPTIONS PROMULGATED FOR THE SYSTEM: The Department of the Navy has exempted records maintained in Marine Corps Community Services (MCCS) Lodging Records, M04066-9, from subsections (c)(3), (d), (e)(1), (e)(4)(G) through (I), and (f) of the Privacy Act pursuant to 5 U.S.C. 552a (k)(2).

Investigative material compiled for law enforcement purposes may be exempt pursuant to 5 U.S.C. 552a(k)(2). However, if an individual is denied any right, privilege, or benefit for which he would otherwise be entitled by Federal law or for which he would otherwise be eligible, as a result of the maintenance of such information, the individual will be provided access to such information except to the extent that disclosure would reveal the identity of a confidential source.

An exemption rule for this 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 701, subpart G. For additional information, contact the system manager.

HISTORY: None.