

Privacy Act Statement and Agency Disclosure Notice for  
Marine Corps Community Services Lodging

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**PRIVACY ACT STATEMENT**

AUTHORITY: 10 U.S.C. 5013; 10 U.S.C. 5041; DoDI 1015.11; DoDI 1015.10; MCO 1700.30; and SORN N04066-4.

PRINCIPAL PURPOSE: To manage and administer Marine Corps Community Services (MCCS) lodging reservations, accommodations, sales transactions, and services provided.

ROUTINE USES: Information will be accessed by MCCS personnel with a need-to-know to meet the purpose. In addition, information may be disclosed to current authorized contractors and vendors to accomplish a function related to this system of records and to credit card processors, banks, and other financial institutions to process payments made by credit or debit cards, by check, or other non-cash payment methods. A complete list and explanation of applicable Routine Uses is accessible at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570347/n04066-4/>.

DISCLOSURE: Providing this information is voluntary; however, failure to provide required information may result in an ineligibility to access MCCS lodging services.

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**AGENCY DISCLOSURE NOTICE**

The public reporting burden for this collection of information, [Insert OMB Control Number], is estimated to average 10 minutes as appropriate per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at [whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil](mailto:whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.