

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: Spouse Education and Career Opportunities (SECO) Program, DPR 46 DoD.

2. Nature of proposed modifications to the system: This system delivers the resources and tools necessary to assist spouses of members of the United States Armed Forces (military spouses) with career exploration and discovery, career education and training, employment readiness, and career connections at any point within the military spouse's career lifecycle. Without this system of records the military spouses would not have the tools necessary to further their education and training. Records may also be used as a management tool for statistical analysis, tracking, reporting, evaluating program effectiveness, and conducting research.

The changes proposed for the system of records notice is to update the address in the system manager(s) and notification procedures categories; adding a data element to the category of records; and adding an additional routine use that will allow DoD contractors and grantees to support research studies in the education of military spouses participating in DoD funded spousal education programs.

3. Authority for the maintenance of the system: 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 1784, Employment opportunities for military spouses; 10 U.S.C. 1784a, Education and training opportunities for military spouses to expand employment and portable career opportunities; and DoD Instruction 1342.22, Military Family Readiness.

4. Provide the agency's evaluation on the probable or potential effect on the privacy of individuals: Unauthorized access to records is low due to SECO being hosted on a DoD Risk Management Framework life-cycle cybersecurity infrastructure. Records are maintained on a military installation in a secure building in a controlled area accessible only to authorized personnel. Records are encrypted during transmission to protect session information and at rest.

5. Routine use compatibility: The routine uses are consistent with the purpose for which the information was collected and have been determined to be necessary and proper and/or functionally equivalent uses.

Routine use (a) is consistent with the purpose to allow for authorized DoD contractors and grantees to support research studies concerned with the education of military spouses participating in DoD funded spousal education programs.

Routine use (b) is consistent with the purpose to allow civilian educational institutions to ensure correct enrollment and billing information.

Routine use (c) is consistent with the purpose to allow the Department of Education, Consumer Financial Protection Bureau and the Department of Justice to comply with E.O. 13607,

Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members.

Routine uses (d) through (i) are standard routine uses commonly listed in DoD and other Federal agency System of Records Notices. The routine uses are consistent with the purpose for which the information was collected and have been determined to be necessary and proper.

Routine uses (j) and (k) are compatible with the purpose of this collection because they would permit necessary and proper uses. These routine uses are in response to the Office of Management and Budget Memorandum 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 (if approved): 0704-0556, and 0704-0585

Expiration Date (if approved): 8/31/2019, and 8/31/2022

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

If no OMB collection required, then state reason: N/A.

Information Required by DPCLTD (Not submitted to OMB)

7. Name of IT system (state NONE if paper records only): Spouse Education and Career Opportunities, DITPR #16792.

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

DEPARTMENT OF DEFENSE

BILLING CODE:

Office of the Secretary

[Docket ID

Privacy Act of 1974; System of Records

AGENCY: Office of the Secretary of Defense, DoD.

ACTION: Notice of a Modified System of Records.

SUMMARY: The Office of the Secretary of Defense proposes to modify a system of records, Spouse Education and Career Opportunities (SECO) Program, DPR 46 DoD. This program makes available the resources and tools to help military spouses with career exploration and discovery, career education and training, employment readiness, and career connections at any point within the military spouse's career. The records allow the spouse to build a profile including their contact information, education, and employment data. This allows the individual to save information over time in order to easily prepopulate it into tools such as resume builders and career and education planning resources. Records may also be used as a management tool for statistical analysis, tracking, reporting, evaluating program effectiveness and conducting research.

DATES: Comments will be accepted on or before [**INSERT DATE 30 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER**]. This proposed action will be effective on 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 Chief Management Officer, Directorate of Oversight and Compliance, 4800 Mark Center Drive, Mailbox #24, 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: Ms. Luz D. Ortiz, Chief, Records, Privacy and Declassification Division (RPD2), 1155 Defense Pentagon, Washington, D.C. 20301-1155, or by phone at (571) 372-0478.

SUPPLEMENTARY INFORMATION: The Department of Defense (DoD) Spouse Education and Career Opportunities (SECO) Program proposes to modify a system of records that is the primary source of education, career and employment counseling for all military spouses seeking post-secondary education, training, licenses and credentials necessary for portable career employment. The SECO program delivers the resources and tools necessary to assist spouses of service members with career exploration/discovery, career education and training, employment readiness, and career connections at any point within the military spouse's career. The data collected is utilized to build a spouse profile allowing information to be saved over time and to prepopulate information into tools such as resume builders and career and education planning resources.

The changes proposed for the system of records notice is to update the address in the system manager(s) and notification procedures categories; adding a data element into the category of records; and adding an additional routine use that will allow DoD contractors and grantees to support research studies in the education of military spouses participating in DoD funded spousal education programs.

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 <https://dpclld.defense.gov/Privacy/>.

The proposed systems reports, as required by the Privacy Act of 1974, as amended, were submitted on XXX, to the House Committee on Oversight and Government Reform, the Senate Committee on Homeland Security and Governmental Affairs, and the Office of Management and Budget (OMB) pursuant to Section 6 to 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: Spouse Education and Career Opportunities (SECO) Program, DPR 46 DoD.

SECURITY CLASSIFICATION: Unclassified.

SYSTEM LOCATION: Defense Information Systems Agency (DISA), Defense Enterprise Computing Centers (DECC) Montgomery, 401 East Moore Drive, Maxwell Air Force Base, Alabama 36114-3000.

SYSTEM MANAGER(S): Director, Military Community Support Programs, or SECO Program Manager, Military Community and Family Policy (MC&FP), 4800 Mark Center Drive, Alexandria, VA 22350-2300; email: osd.msepjobs@mail.mil, phone: 571-372-5314.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 1144, Employment Assistance, Job Training Assistance, and Other Transitional Services; Department Of Labor; 10 U.S.C. 1784, Employment opportunities for military spouses; 10 U.S.C. 1784a, Education and training opportunities for military spouses to expand employment and portable career opportunities; and DoD Instruction 1342.22, Military Family Readiness.

PURPOSE OF THE SYSTEM: The SECO Program is the primary source of education, career and employment counseling for all military spouses. The SECO website delivers the resources and tools necessary to assist military spouses with career exploration/discovery, career education and training, employment readiness, and career connections at any point within the military spouse's career. Records may also be used as a management tool for statistical analysis, tracking, reporting, evaluating program effectiveness and conducting research.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM: Participating spouses of members of the United States Armed Forces (military spouses).

CATEGORIES OF RECORDS IN THE SYSTEM: Military spouse's name, DoD ID number, date of birth, gender, mailing and home address, years as military spouse, personal email address, personal cell and home telephone number, work experience, education, certificates and licenses, skills, abilities, competencies, and other information related to the individual concerning career networking providers, affiliations, and materials; Military sponsor's name, pay grade, current projected date of separation, branch of service, service eligibility, permanent change of station location, and time in service.

RECORD SOURCE CATEGORIES: The individual, Defense Enrollment Eligibility Reporting System (DEERS).

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, 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 authorized DoD contractors and grantees for the purpose of supporting research studies concerned with the education of military spouses participating in DoD funded spousal education programs.
- b. To civilian educational institutions where the participant is enrolled, for the purposes of ensuring correct enrollment and billing information.
- c. To the Department of Education, Consumer Financial Protection Bureau and the Department of Justice for the purpose of complying with E.O. 13607, Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members.
- d. 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.
- e. To the appropriate federal, state, local, territorial, tribal, or 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.
- f. 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.
- g. 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.
- h. 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.
- i. 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.
- j. 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.

- k. 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: Information in this system may be retrieved by name or DoD ID number.

POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS: These records are retained and disposed of consistent with the National Archives and Records Administration approved records disposition schedule (General Records Schedule 3.2, Item 30). User accounts are deleted after 3 consecutive years of inactivity.

ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS: Unauthorized access to records is low due to SECO being hosted on a DoD Risk Management Framework lifecycle cybersecurity infrastructure. Electronic records are maintained on a military installation in a secure building in a controlled area accessible only to authorized personnel. Physical entry is restricted by the use of locks and passwords and administrative procedures which are changed periodically. The system is designed with access controls, comprehensive intrusion detection, and virus protection. Access to personally identifiable information is role based and restricted to those requiring the data in the performance of their official duties and upon completing annual information assurance and privacy training. Records are encrypted during transmission to protect session information and at rest. Encrypted random tokens are implemented to protect against session hijacking attempts.

RECORD ACCESS PROCEDURES: Individuals seeking access to information about themselves contained in this record system should address inquiries to the Office of the Secretary of Defense/Joint Staff Freedom of Information Act Requester Service Center, 1155 Defense Pentagon, Washington, DC 20301-1155.

Signed, written requests should include the individual's full name, DoD ID number, current address, and telephone number and this system of records notice number.

In addition, the requester must provide either a notarized signature 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 Defense rules for accessing records, contesting contents, and appealing initial agency determinations are contained in 32 CFR part 310; or may be obtained from the system manager.

NOTIFICATION PROCEDURES: Individuals seeking to determine if information about themselves is contained in this record system should address inquiries to the Director, Military Community Support Programs, or SECO Program Manager, Military Community and Family Policy (MC&FP), 4800 Mark Center Drive, Alexandria VA 22350-2300.

Signed, written requests should include the individual's full name, DoD ID number, current address, and telephone number.

In addition, the requester must provide either a notarized signature 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).”

EXEMPTIONS PROMULGATED FOR THE SYSTEM: None.

HISTORY: May 21, 2018; 83 FR 23438.