

Department of Defense
Department of the Navy
Narrative Statement on a New System of Record
Under the Privacy Act of 1974

SYSTEM IDENTIFIER AND NAME: N01130-1, entitled "Navy Recruiting System."

SYSTEM CLASSIFICATION: Unclassified.

SYSTEM LOCATION: SPAWARCEN Atlantic New Orleans: 2251 Lakeshore Drive, New Orleans, LA 70122-3533.

Navy Recruiting Command, 5722 Integrity Drive, Millington, TN 38054-5057.

SPAWAR System Center San Diego: 53560 Hull Street, San Diego, CA 92152

SYSTEM MANAGER (S): Commander, Navy Recruiting Command, 5722 Integrity Drive, Millington, TN 38054-5057.

AUTHORITY FOR THE MAINTENANCE OF THE SYSTEM: 10 U.S.C. 5013, Secretary of the Navy; 5 U.S.C. 301, Departmental Regulations, 5 U.S.C. 302, Delegation of Authority; 10 U.S.C. 531-533, Sections governing authority to appoint officers; 10 U.S.C. 133, Under Secretary of Defense for Acquisition, Technology and Logistics; DoD Directive 5134.01, Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)); 10 U.S.C. 503, Enlistments: recruiting campaigns; compilation of information directory; 10 U.S.C. 504, Persons not qualified; 10 U.S.C. 508, Reenlistment: qualifications; 10 U.S.C. 510, Enlistment incentives for pursuit of skills to facilitate national service; 10 U.S.C. 1071, Purpose of this chapter; 10 U.S.C. 1072, Definitions; 10 U.S.C. 1073, Administration of this chapter; 10 U.S.C. 1074, Medical and dental care for members and certain former members; 10 U.S.C. 1076, Medical and dental care for dependents: general rule; 10 U.S.C. 1077, Medical care for dependents: authorized care in facilities of uniformed services; 10 U.S.C. 1078, Medical and dental care for dependents: charges; 10 U.S.C. 1079, Contracts for medical care for spouses and children: plans; 10 U.S.C. 1080, Contracts for medical care for spouses and children: election of facilities; 10 U.S.C. 1081, Contracts for medical care for spouses and children: review and adjustment of payments; 10 U.S.C. 1082, Contracts for health care: advisory committees; 10 U.S.C. 1083, Contracts for medical care for spouses and children: additional hospitalization; 10 U.S.C. 1084, Determinations of dependency; 10 U.S.C. 1085, Medical and dental care from another executive department: reimbursement; 10 U.S.C. 1086, Contracts for health benefits for certain members, former members, and their dependents; 10 U.S.C. 1087, Programing facilities for certain members, former members, and their dependents in construction projects of the uniformed services; 10 U.S.C. 1168, Discharge or release from active duty: limitations; 10 U.S.C. 1169,

Regular enlistment members: limitations on discharge; 10 U.S.C. 1209, Transfer to inactive status list instead of separation; 10 U.S.C. 1475, Death gratuity: death of members on active duty or inactive training and of certain other persons; 10 U.S.C. 1476, Death gratuity: death after discharge or release from duty or training; 10 U.S.C. 1477, Death gratuity: eligible survivors; 10 U.S.C. 1478, Death gratuity: amount; 10 U.S.C. 1479, Death gratuity: delegation on determination, payments; 10 U.S.C. 1480, Death gratuity: miscellaneous provisions; 10 U.S.C. 1553, Review of discharge or dismissal; 10 U.S.C. Subtitle A: General Military Law; 10 U.S.C. 591, Reference to chapters 1205 and 1207; 10 U.S.C. 1293, Twenty years or more: warrant officers; 10 U.S.C. 716, Commissioned officers: transfers among the armed forces, the National Oceanic and Atmospheric Administration, and the Public Health Service; 10 U.S.C. 2107, Financial assistance program for specially selected members; 10 U.S.C. 2122, Eligibility for participation; Merchant Marine Act of 1939, as amended; E.O. 10450, Security requirements for Government employment; E.O. 12107, Relating to the Civil Service Commission and labor-management in the Federal Service; DoD 6025.18-R, DoD Health Information Privacy Regulation; and E.O. 9397 (SSN), as amended.

PURPOSE (S) OF THE SYSTEM: The Department of the Navy is proposing to establish a new system of records to manage and contribute to the recruitment of qualified men and women for officer programs and enlistment into the active and reserve components of the Navy; to ensure quality military recruitment and to maintain records pertaining to the applicant's personal profile for purposes of evaluation for fitness for commissioned service; and provide historical data for comparison of current applicants with those selected in the past.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM: Applicants and prospective applicants who have made applications for career opportunities offered by the United States Navy, to include officer and enlisted programs for both the active and reserve components. This also includes Prior Service personnel. These are personnel still on active duty processing for reserve service programs and personnel that have been discharged from the service that desire to process for reentry into the service, both active and reserve programs.

RECORD SOURCE CATEGORIES: Individual, parents, friends, and associates; Navy recruiting and reserve recruiting personnel, administrative staff, and employees processing applications; medical personnel conducting physical examination and/or private physicians providing consultations, or patient history; character and employer references; educational institutions, staff, and faculty members; Selective Service Commission; local, state, and federal law enforcement agencies; prior or current military service record; Members of Congress; Commanding Officer of Naval Unit, if active duty; SF-86 Questionnaire for National Security Position; Department of Navy offices charged with personnel security clearance functions; and other officials and employees of the Department of the Navy, Department of Defense, Department of Veterans Affairs, and components thereof, in the performance of their official duties and as specified by current instructions and regulations promulgated by competent authority.

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

02. Disclosure When Requesting Information Routine Use:

A record from a system of records maintained by a DoD Component may be disclosed as a routine use to a federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant 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.

03. Disclosure of Requested Information Routine Use:

A record from a system of records maintained by a DoD Component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, 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.

04. Congressional Inquiries Disclosure Routine Use:

Disclosure from a system of records maintained by a DoD Component 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.

08. Disclosure to the Office of Personnel Management Routine Use:

A record from a system of records subject to the Privacy Act and maintained by a DoD Component may be disclosed to the Office of Personnel Management (OPM) concerning information on pay and leave, benefits, retirement deduction, and any other information necessary for the OPM to carry out its legally authorized government-wide personnel management functions and studies.

09. Disclosure to the Department of Justice for Litigation Routine Use:

A record from a system of records maintained by a DoD Component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

15. Data Breach Remediation Purposes Routine Use:

A record from a system of records maintained by a Component 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.

The DoD Blanket Routine Uses set forth at the beginning of the Department of the Navy's compilation of systems of records notices may apply to this system. The complete list of DoD blanket routine uses can be found online at:

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>.

NOTE: This system of record contains Individually Identifiable Health Information. The DoD Health Information Privacy Regulation (DoD 6025.18-R) issued pursuant to the Health Insurance Portability and Accountability Act of 1996, applies to most such health information. DoD 6025-18-R may place additional procedural requirements on the uses and disclosures of such information beyond those found in the Privacy Act of 1974 or mentioned in this system of records notice.

POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS: Name, SSN, and address.

POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS: Records are retained and destroyed in accordance to the Record Management Manual (SECNAV M-5210.1). There are various requirements under this regulation for record retention and disposal, which depend on the type of record in question.

For officer recruiting records: Control card records and summary record forms will be destroyed either when an applicant is commissioned or five years after the applicant is rejected, whichever is earlier; withdrawn or rejected applications for commission will be destroyed after rejection determination is made by Commander, Navy Recruiting Command; correspondence with the individual applicants for commission, prospective applicants, or other interested individuals will be destroyed after six months.

For enlisted recruiting records: correspondence with individuals requesting general information regarding enlistment or reenlistment will be destroyed after two years; congressional and low quality recruit reports after two years; pre-enlistment and enlistment papers for enlistment personnel (including investigations, medical examinations, parental consents, birth certificates, and waivers) will be transferred to FRC when one year old and destroyed when after four years; card (summary) records or individual data cards of accepted and rejected applicants for enlistment in the Naval Services will be destroyed after five years. Records are destroyed by shredding, burning, degaussing, and erasing.

ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGARDS: Access is limited to those individuals who have been properly trained, screened, and have a need-to-know. Paper records are kept in file cabinets and offices are locked after working hours. Information

maintained on a computer requires Common Access Card (CAC), Public Key Infrastructure (PKI), and/or User ID and password. Physical access is controlled by 24-hour security guards. All individuals granted access to this system of records have received Information Assurance and Privacy Act training.

RECORD ACCESS PROCEDURES: Individuals seeking access to information about themselves contained in this system should submit written inquiries to the Commander, Navy Recruiting Command (ATTN: Privacy Act Coordinator), 5722 Integrity Drive, Millington, TN 38054-5057, or to the applicable Navy Recruiting District as listed under U.S. Government in the white pages of the telephone book.

Requests should contain the individual's full name, address, SSN, and signature.

The system manager may require an original signature or a notarized signature as a means of proving the identity of the individual requesting access to the records.

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.

NOTIFICATION PROCEDURE:

EXEMPTIONS PROMULGATED FOR THE SYSTEM: Parts of this system may be exempt under the provisions of 5 U.S.C. 552a(k)(1), (k)(5), (k)(6), and (k)(7), as applicable.

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: