

SYSTEM NAME AND NUMBER: U.S. Military Academy Management System Records, A0351-17b USMA

SECURITY CLASSIFICATION: Unclassified

SYSTEM LOCATION: U.S. Military Academy, West Point, NY 10996-5000.

SYSTEM MANAGER(S): Chief, Software Engineering Branch, U.S. Military Academy, West Point, NY 10996-5000.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: 10 U.S.C 3013 Secretary of the Army; 10 U.S.C. 4331, Establishment: Superintendent: faculty; 10 U.S.C. 4332, Departments and Professors: Titles: 10 U.S.C. 4334, Command and Supervision; US Army Regulation 351-17, U. S. Military Academy and U. S. Military Academy Preparation School Admissions Program; and E.O. 9397 (SSN). In addition to those disclosures generally permitted under 5 U.S.C. 552a(b)(3) Information may be disclosed to Members of Congress to assist them in nominating candidates. Parts of the system may be exempt under 5 U.S.C. 552a(k)(5), and (k)(6), or (k)(7), as applicable.

PURPOSE OF THE SYSTEM: United States Military Academy (USMA) uses Academy Management System (AMS) to evaluate candidates' and students' academic, leadership, and physical aptitude/potential; to conduct management studies of admissions criteria and procedures. Information collected and stored include: name, Social Security Number (SSN), letters of recommendation; application packets for admission; academic achievements, awards, honors, grades, and transcripts; performance counseling; health, physical aptitude and abilities, athletic accomplishments, military status, and peer and character appraisals.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM: Members of the general public in the form of persons applying to USMA for admission. Current cadets and former cadets. Current and former faculty (DoD civilian, military, contractor). Current and former staff of the U.S. Military Academy.

CATEGORIES OF RECORDS IN THE SYSTEM: Name, Social Security Number (SSN), military status, application and evaluations of cadet for admission; letters of recommendation/endorsement; academic achievements, awards, honors, grades, and transcripts; performance counseling; health, physical aptitude and abilities and athletic accomplishments, peer appraisals; supervisory assessments; suitability data, including honor code infractions and disposition; academic and sporting trips; military training attendance and performance; phone numbers; next of kin information; pre-commissioning data. Basic biographical and historical summary of cadet's tenure at the U.S. Military Academy is maintained on cards in the Archives Office or on microfiche in the Cadet Records Section and as part of the system electronic backup. Academic contribution data (courses taught, research papers published, cadet activities supported) of faculty members is maintained.

RECORD SOURCE CATEGORIES: From the individual, his/her sponsors, peer evaluations, grades and reports of U.S. Military Academy academic and physical education department

heads, transcripts from other educational institutions, medical examination/assessments (excluding specific PHI), supervisory counseling/performance reports.

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, 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:

To educational institutions for the purpose of admissions to further educational degree programs.

The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems of records notices also apply to this system.

To transfer initial commissioning data from USMA as a commissioning source to Human Resources Command (HRC).

To provide and receive data to the New York State Commission of Education in support of cadets taking the Fundamentals of Engineering (FE) exam, USMA receiving data back from NY State, and USMA recording the exam results.

To provide data exchange with DFAS and IRS in support of cadets filing taxes, especially for special pay received at USMA.

POLICIES AND PRACTICES FOR STORAGE: Manual records in file folders and electronic storage media, in accordance with the safeguards mentioned below.

POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS: The records are retrieved primarily by surname or Social Security Number (SSN) in manual and electronic systems.

POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS: Records of cadets who are commissioned become part of his/her Official Military Personnel File. Paper and electronic records of individuals not accepted or not commissioned are destroyed after 5 years. Microfilmed and electronic records maintained by USMA are permanent; hard copy files are destroyed after being microfilmed. Contribution data on faculty is permanently maintained.

ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS: Electronically and optically stored records are maintained in fail-safe system software with password-protected access. Records are accessible only to authorized persons with a need-to-know who are properly screened, cleared and trained. Access is controlled through role based controls leveraging active directory authentication. Buildings employ alarms or rooms are security-controlled areas accessible only to authorized persons. Paper and electronic records are maintained in approved security containers. Paper and electronic records in the U.S. Army Investigative Records Repository are stored in security-controlled areas accessible only to authorized persons. Use of Common Access Card (CAC) is used to authenticate and lock out unauthorized access.

RECORD ACCESS PROCEDURES: Individuals seeking access to information about themselves contained in this system of records should address written inquiries to the Superintendent, U.S. Military Academy, West Point, NY 10996-5000.

Individual should provide full name, Social Security Number (SSN) and military status or other information verifiable from the record itself.

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 Army's rules for accessing records, and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

NOTIFICATION PROCEDURE: Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the Superintendent, U.S. Military Academy, West Point, NY 10996-5000.

Individual should provide full name, Social Security Number (SSN) and military status or other information verifiable from the record itself.

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:

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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: Investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for federal civilian employment, military service, federal contracts, or access to classified information may be exempt pursuant to 5 U.S.C. 552a(k)(5), but only to the extent that such material would reveal the identity of a confidential source.

Evaluation material used to determine potential for promotion in the Military Services may be exempt pursuant to 5 U.S.C. 552a(k)(7), but only to the extent that the disclosure of such material would reveal the identity of a confidential source.

An exemption rule for this record 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 505. For additional information contact the system manager.

HISTORY:

July 27, 1998, 63 FR 40106, Document Number 98-19919

June 14, 1999, 64 FR 31827, Document Number 99-14947

October 3, 2002, 67 FR 62037, Document Number 02-25179

January 15, 2003, 68 FR 2019, Document Number 03-782

December 23, 2005, 70 FR 76262, Document Number 05-24395

May 3, 2006, 71 FR 26075, Document Number 06-4138

July 24, 2009, 74 FR 36680 Document Number E9-17640

November 6, 2009, 74 FR 57459, Document Number E9-26708

April 23, 2010, 75 FR 21258, Document Number 2010-9390

February 15, 2012, 77 FR 8841, Document Number 2012-3505

May 28, 2014, 79 FR 30571, Document Number 2014-12204

September 29, 2015, 80 FR 58468, Document Number 2015-24628

April 11, 2017, 82 FR 17416, Document Number 2017-07177