

DEPARTMENT OF DEFENSE

BILLING CODE:

Department of the Navy

Privacy Act of 1974; System of Records

[Docket ID: USN-2018-OS-XXXX]

AGENCY: Department of the Navy, DoD.

ACTION: Notice of a New System of Records.

SUMMARY: The Department of the Navy is proposing to combine three separate Navy Recruiting SORNs into one, thereby establishing a new system of records to manage the recruitment of officers and enlisted individuals into the Navy; to ensure quality military recruitment and to maintain records pertaining The system also provides historical data for comparison of current applicants with those selected in the past.

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, Suite 08D09, 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. Robin Patterson, Head, PA/FOIA Office (DNS-36), Department of the Navy, 2000 Navy Pentagon, Washington, DC 20350-2000, or by phone at (202) 685-6545.

SUPPLEMENTARY INFORMATION: The SORN is a consolidation of three Naval Recruiting SORNs: N01131-1 Officer Selection and Appointment System, N01133-1 NAME/LEAD Processing System, N01133-2 Recruiting Enlisted Selection System. Once this SORN is published than the three listed above will be retired.

Dated:

Aaron Siegel
Alternate OSD Federal Register Liaison Officer, Department of Defense

SYSTEM NAME AND NUMBER: N01130-1 (N1000-29), entitled “Navy Recruiting System.”

SECURITY 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 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. 113, 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. 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; and E.O. 9397 (SSN), as amended.

PURPOSE(S) OF THE SYSTEM: The Department of the Navy is proposing to combine three separate Navy Recruiting SORNs into one, thereby establishing 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: Active Duty Officers and Enlisted, members of the public wishing to join the Navy, the family, friends, associates of those who desire to join the Navy.

CATEGORIES OF RECORDS IN THE SYSTEM: Name, Social Security Number (SSN), DoD ID number, date of birth, place of birth, gender, race/ethnicity, citizenship, proof of legal status, marital status, mailing/home addresses, home telephone number, personal cell number, personal/home email address, religious preference, security clearance, driver license number, branch of service, military records (DD 214 and Separation Physical) , reenlistment code, prior service dates, type of discharge and discharge date; past and present income, debt, and current status of all accounts; past and present records of medical conditions and treatment; documentation of the reason and status of any disability determinations; records checks on all past law violations; past and present employer's names, addresses, contact information, and the periods of employment for each employer; name, address, and phone number of all educational institutions, level of education completed, dates and time periods of attendance, and transcripts from the listed institutions; emergency contact, digital photograph, and biometric fingerprints.

RECORD SOURCE CATEGORIES: SPAWAR Personnel Officers and Administrators, Navy Enterprise Resource Planning (Navy ERP), SPAWAR Directory Services (LDAP), Total Workforce Management Services (TWMS), Total Force Manpower Management System (TFMMS), DoN Director, Acquisition Career Management (eDACM), DoD Defense Civilian Personnel Data System (DCPDS)/Human Resources Link (HRLink), the Navy Enlisted System (NES), Officer Personnel Information System (OPINS).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING

CATEGORIES OF USERS AND 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:

- a. 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.

- b. 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.

- c. 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.

d. 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.

e. To a Member of Congress of staff acting upon the Member's behalf when the Member of staff requests the information on behalf of, and at the request of, the individual who is the subject of the record.

f. To appropriate agencies, entities, and persons when (1) the Department of Defense (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.

g. To another Federal agency or Federal entity, when the Department of Defense (DoD) determines that the 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 paper and electronic storage media, in accordance with the safeguards mentioned below.

POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS: Records are retrieved primarily by name, SSN, DoD ID Number, 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.

Additionally, the updated record retention schedule broadly lists that all documents associated with SSIC 100-29 be destroyed when 5 years old.

Records are destroyed by shredding, burning, degaussing, and erasing.

ADMINISTRATIVE, PHYSICAL, AND TECHNICAL SAFEGUARDS:

Administrative safeguards: all persons who apply to access to this system are required to have completed annual cybersecurity training, Privacy Act, and information assurance training, hold an unexpired DoD Common Access Card (CAC) issued by the command, and have a direct need-to-know.

Physical safeguards: access to terminals, terminal rooms, buildings, and surroundings are controlled by locked terminals and rooms, guards, personnel screening, and visitor registers.

Technical safeguards: employed for electronic records have data at rest encryption and access is restricted to authorized users holding specific electronic credentials and having a need to know.

RECORD ACCESS PROCEDURES: Individuals seeking access to records about themselves contained in this system of records should address written and signed inquiries to 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.

The requestor must provide their full name, mailing/home address, DoD ID number, and/or employee ID number.

The system manager may require a DoD Public Key Infrastructure (PKI) signed email as a means of proving the identity of the individual requesting access to the records.

In addition, the requester must provide either 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 Navy's rules 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 whether this system of records contains information about themselves should address written and signed inquiries to 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. The requester must provide their full name, mailing/home address, DoD ID Number, and/or employee ID number.

The system manager may require a DoD Public Key Infrastructure (PKI) signed email as a means of proving the identity of the individual requesting access to the records.

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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: 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: None.