

DPA DCR.A 01

System name:

Joint Civilian Orientation Conference (JCOC) Program (February 22, 1993, 58 FR 10227).

System location:

Office of the Assistant to the Secretary of Defense (Public Affairs), Community and Public Outreach, Room 2D982, 1400 Defense Pentagon, Washington, DC 20301-1400.

Categories of individuals covered by the system:

Military personnel, Coast Guard members, DoD civilians, JCOC alumni who nominate candidates for participation in JCOC; civilians nominated for, and selected to participate in JCOC.

Categories of records in the system:

Full name, rank, grade or title, organization, work and personal email address, work and personal telephone number, mailing address (nominee and/or participant), point of contact and alternate name/email address/phone number for questions/notifications, nominating authority, JCOC class year.

Authority for maintenance of the system:

10 U.S.C. 113, Secretary of Defense; DoD Directive 5122.5, Assistant Secretary of Defense for Public Affairs (ASD(PA)); and DoD Directive 5410.18, Public Affairs Community Relations Policy.

Purpose(s):

To administer the JCOC Program; to verify the eligibility of nominators and candidates, and to select those nominated individuals for participation in JCOC.

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:

Law Enforcement Routine Use: If a system of records maintained by a DoD Component to carry out its functions indicates a violation or potential violation of law, whether

civil, criminal, or regulatory in nature, and whether arising by general statute or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the agency concerned, whether federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

**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.

**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.

**Disclosure of Information to the National Archives and Records Administration Routine Use:** A record from a system of records maintained by a DoD Component may be disclosed as a routine use 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.

**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 Office of the Secretary of Defense (OSD) compilation of systems of records notices 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>

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

**Storage:**

Paper file folders and electronic storage media.

**Retrievability:**

Full name.

**Safeguards:**

Paper records are maintained in a locked file cabinet in the JCOC Program office and are accessible only by authorized program personnel. Electronic records are stored in file folders on a computer network storage system secured according to Department of Defense Information Assurance Certification and Accreditation Process standards. Access to the electronic file folders is restricted to authorized JCOC Program personnel and network maintenance personnel via Common Access Card authentication and system user credentials.

**Retention and disposal:**

Destroy records 10 years after conclusion of associated JCOC Program.

**System manager(s) and address:**

Office of the Assistant to the Secretary of Defense (Public Affairs), Community and Public Outreach, 1400 Defense Pentagon, Washington, DC 20301-1400.

**Notification procedure:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Director, Joint Civilian Orientation Conference, Office of the Assistant to the Secretary of Defense (Public Affairs), Community and Public Outreach, 1400 Defense Pentagon, Washington, DC 20301-1400.

Signed, written requests for information must include the individual's full name, current address, and year of participation.

Record access procedures:

Individuals seeking access to information about themselves contained in this system should address written 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 for information must include full name, current address, year of participation, and the name and number of this system of records notice.

Contesting record procedures:

The Office of the Secretary of Defense (OSD) rules for accessing records, for contesting contents and appealing initial agency determinations are published in OSD Administrative Instruction 81; 32 CFR part 311; or may be obtained from the system manager.

Record source categories:

Individuals.

Exemptions claimed for the system:

None.