

DEPARTMENT OF DEFENSE  
Office of the Secretary of Defense  
Narrative Statement on a New System of Records  
Under the Privacy Act of 1974

1. System identifier and name: DPR 47 DoD, entitled "Military Spouse Employment Partnership (MSEP) Career Portal."

2. Responsible official: Ms. Barbara Thompson, Director, Office of Family Readiness Policy (OFRP), telephone (571) 372-0874; or Mr. C. Eddy Mentzer, Spouse Education and Career Opportunities Program Manager, Military Community and Family Policy (MC&FP), 4800 Mark Center Drive, Alexandria, VA 22350-2300, telephone (571) 372-0857.

3. Purpose of establishing the system: The Office of the Secretary of Defense is proposing to establish a new system of records to assist MSEP military spouses connect with companies seeking to hire military spouse employees, via comprehensive information, tools and resources.

4. 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.

5. Provide the agency's evaluation on the probable or potential effect on the privacy of individuals: In reviewing this SORN, Military Spouse Employment Partnership officials carefully reviewed the safeguards established for the system to ensure they are compliant with DoD requirements and are appropriate to the sensitivity of the information stored within the system. The specific routine uses were carefully considered to ensure the minimal amount of information necessary will be shared with the carefully identified entities.

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

7. Steps taken to minimize risk of unauthorized access: The MSEP Career Portal is hosted on a DoD Information Assurance Certification and Accreditation Process (DIACAP) accredited infrastructure in the Defense Information System Agency (DISA) Defense Enterprise Computing Centers (DECC) and is part of the

Military Community and Family Policy Military Community Outreach (MC&FP MCO) enclave Authority to Operate (ATO). The system and data are housed in the DISA DECC and the system is only accessible to authorized personnel. The system is designed with access controls and enforces DoD password and lockout policies. Access to personally identifiable information (PII) is restricted to authorized personnel only with appropriate need to know and the completion of annual information assurance and privacy training. PII data is protected by encryption with the use of DoD signed Secure Sockets Layer (SSL) certificates.

8. Routine use compatibility: 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:

To authorized DoD MSEP contractors for the purpose of responding to military spouse needs as they relate to employment readiness.

To authorized DoD contractors and grantees for the purpose of supporting research studies concerned with the effectiveness of the MSEP program on military spouse employment.

To MSEP Partners for the purpose of searching for military spouse employment candidates.

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.

9. OMB public information collection requirements:

OMB collection required: Yes

OMB Control Number (if approved): 0704-XXXX

Expiration Date (if approved) or Date Submitted to OMB:

60 date notice published July 20, 2016.

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

If no OMB collection required, then state reason:

10. Name of IT system (state NONE if paper records only):

Military Spouse Employment Partnership Career Portal, DITPR #16799.

DPR 47 DoD

System name:

Military Spouse Employment Partnership (MSEP) Career Portal.

System location:

Defense Information Systems Agency (DISA) Defense Enterprise Computing Center (DECC), Oklahoma City, 8705 Industrial Blvd., Building 3900, Tinker AFB, Oklahoma City, OK 73145-3064.

Categories of individuals covered by the system:

Participating spouses (hereafter military spouse) of active duty service members in the Army, Marine Corps, Navy, Air Force and Coast Guard, including spouses of members of the National Guard and Reserve Components in the same status.

Categories of records in system:

Military spouse - name, date of birth, ethnicity, gender, MSEP Career Portal username and password, email address, current job type, salary, and hourly wage, address, phone number, best time to call, preferred job type, preferred industry of work, minimum desired salary and hourly wage, season planned to begin work (When do you plan to begin?), work experience (job title, company name, industry, employment dates, job description and duties, personal experience and achievements), education (degree level, additional degree details, field of study, dates, institution name, summary), credentials/certifications (credential/certification name, date of receipt, state of receipt, institution name, summary).

Military sponsor - pay grade, branch of service, status (Active duty, National Guard, and Reserve).

Authority for 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.

Purpose(s):

MSEP connects military spouses with companies seeking to hire military spouse employees, via comprehensive information, tools and resources.

Records may also be used as a management tool for statistical analysis, tracking, reporting, evaluating program effectiveness and conducting research.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

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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.

Storage:

Electronic storage media.

Retrievability:

Name, email address, username, or user role.

Safeguards:

The MSEP Career Portal is hosted on a DoD Information Assurance Certification and Accreditation Process (DIACAP) accredited infrastructure in the Defense Information System Agency (DISA) Defense Enterprise Computing Centers (DECC) and is part of the Military Community and Family Policy Military Community Outreach (MC&FP MCO) enclave Authority to Operate (ATO). The system and data are housed in the DISA DECC and the system is only accessible to authorized personnel. The system is designed with access controls and enforces DoD password and lockout policies. Access to personally identifiable information (PII) is restricted to authorized personnel only with appropriate need to know and the completion of annual information assurance and privacy

training. PII data is protected by encryption with the use of DoD signed Secure Sockets Layer (SSL) certificates.

Retention and disposal:

Destroy/delete when 5 years old or when no longer needed for operational purposes, whichever is later.

System manager(s) and address:

Director, Office of Family Readiness Policy (OFRP) or Spouse Education and Career Opportunities (SECO) Program Manager, Military Community and Family Policy (MC&FP), 4800 Mark Center Drive, Alexandria, VA 22350-2300.

Notification procedures:

Individuals seeking to determine if information about themselves is contained in this record system should address written inquiries to the Director, Office of Family Readiness Policy (OFRP) or Spouse Education and Career Opportunities (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, current address, and telephone number.

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, current address, telephone number, 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, and 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:

Individual, and MSEP Partner XML Feeds.

Exemptions claimed for the system:

None.