

## **A0601-210 DAPE**

### **System name:**

Army Recruiting Prospect System (February 22, 1993, 58 FR 10146).

### **System location:**

Army recruiting stations, brigades, and divisions; addresses may be obtained from the Commander, U.S. Army Recruiting Command, Fort Knox, KY 40121-5000. Enlistment inquiries generated by public advertising and follow-up data are maintained by Army contractor Market Compilation and Research Bureau, Inc.

### **Categories of individuals covered by the system:**

Prospects for Army enlistment, individuals who have asked to be excluded from Army promotional mailing, third parties who refer names of prospects to recruiters or who are influential in the recruiting effort.

### **Categories of records in the system:**

Name, Social Security Number, home address and telephone number, schools attended, arrest record, names and addresses of prospective enlistee. On acceptance, applicant's record includes information furnished by the Military Enlistment Processing Command reflecting examination results. Also included are name, address and/or telephone number of third parties who are influential in the recruiting program, e.g., city/state officials, Chamber of Commerce members, university/college/high school staff and faculty.

### **Authority for maintenance of the system:**

10 U.S.C. 503, 504, 510 and 3013; and E.O. 9397 (SSN).

### **Purpose(s):**

These records are used by the Department of the Army: (1) To review an individual's potential for enlisting; (2) to obtain school quotas for potential enlistee's skills/educational/assignment preferences and objectives; (3) to monitor recruiter performance; (4) for personnel management, statistical, and historical 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, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

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

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

**Storage:**

Paper records, cards, magnetic tapes, mini-diskettes/discs.

**Retrievability:**

By name or Social Security Number of the prospective enlistee, inquirer, recruiter, or third party referring agent.

**Safeguards:**

Information in this system is maintained in locked storage areas available only to designated individuals having need therefor in the performance of official duties. Personal information on prospects which is entered into the Joint Optical Information Network - a stand-alone data processor - restricts access to specially assigned recruiter ID/program codes. Administrative, physical and technical safeguards employed by the Recruiting Command and its contractor are commensurate with the sensitivity of personal data to ensure preservation of integrity and to preclude unauthorized use/disclosure.

**Retention and disposal:**

Information furnished by a prospective enlistee is retained until 3 months following end of enlistee's initial term of service, after which it is destroyed or erased; information concerning individuals who provide names of prospects is retained until no longer needed; information on prospects not enlisted is destroyed/erased at the end of each calendar year following that in which collected.

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

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, 4000 Army Pentagon, Washington, DC 20310-4000.

**Notification procedure:**

Individuals wishing to inquire whether this system contains information about them should write to the commander of the recruiting station to which information was provided, or to the Commander, U.S. Army Recruiting Command, Fort Knox, KY 40121-5000.

Individual must provide full name, Social Security Number, details that will assist in locating the records, and signature.

**Record access procedures:**

Individuals seeking access to information from this system should address requests to the commander of the recruiting station to which information was provided, or to the Commander, U.S. Army Recruiting Command, Fort Knox, KY 40121-5000.

Individual must provide full name, Social Security Number, details that will assist in locating the records, and signature.

**Contesting record procedures:**

The Army's rules for access to 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.

**Record source categories:**

From the individual, high school officials/yearbooks/directories, law enforcement agencies, third parties who provide prospect leads, relevant Army records/reports, influential community officials.

**Exemptions claimed for the system:**

None.