

Department of Defense
Department of the Navy
Narrative Statement for a Modified System of Records
Under the Privacy Act of 1974

1. System name and number: U.S. Naval Academy Voluntary and Gratuitous Service Records, N01531-X.

2. Purpose of establishing the system: The Office of the Secretary of the Navy is proposing to establish a unique system or records to cover the records maintained on the individuals providing voluntary or gratuitous services to the Naval Academy or Naval Academy Preparatory School. This information requirement is needed to determine the eligibility and leadership potential of respondents applying to represent the United States Naval Academy as voluntary and gratuitous servants. Prior military service, current and past military performance, and prior affiliation with the Naval Academy has been found to be an excellent predictor of success as a USNA volunteer. Without this information, the ability for the United States Naval Academy to recruit qualified volunteers would be impacted and would negatively affect the Naval Academy's ability to recruit qualified candidates and perform other necessary duties.

3. Specific authority under which the system of records is maintained: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 8041, Headquarters, Marine Corps; 10 U.S.C. 8458, Midshipmen: Qualifications for Admission; 10 U.S.C. §10141, Ready Reserve; Standby Reserve; Retired Reserve: placement and status of members; training categories; 10 USC 10212, Gratuitous services of officers: authority to accept; 10 USC 1588, Authority to accept certain voluntary services; 5 U.S.C. 3111, Acceptance of volunteer service; DoDI 1322.22, Service Academies; DoDI 1100.21, Voluntary Services in the Department of Defense; SECNAVINST 1650.1J, Department of the Navy Military Awards Policy; OPNAVINST 1531.2C, The Naval Academy Information Program (NAIP).

4. Evaluation of the probable or potential effect on the privacy of individuals: In reviewing this SORN, the Department of the Navy 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. Privacy Impact Assessment for Blue and Gold Information System was approved on August 9, 2021.

5. 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 may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:
 - a. To contractors whose employees require suitability determinations, security clearances, and/or access to classified national security information, for the purpose of ensuring that the employer is appropriately informed about information that relates to and/or may impact a particular employee or employee applicant's suitability or eligibility to be granted a security clearance and/or access to classified national security information. Volunteers or gratuitous servants working with midshipmen or minors will be subject to background checks.

b. To the Office of Personnel Management (OPM) for the purpose of addressing civilian pay and leave, benefits, retirement deduction, and any other information necessary for the OPM to carry out its legally authorized government-wide personnel management functions and studies. Volunteers under USC 10 USC 1588 have limited benefits.

6. OMB information collection requirements:

OMB collection required: Yes

OMB Control Number (if approved): OMB 0703-0054

Title of collection: United States Naval Academy Sponsor Program

Date Submitted to OMB if Pending: OMB 0703-XXXX submitted to Navy 6 October 2021

Expiration Date: 09/30/2022

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

1. USNA 1531/1 Naval Academy Information Program Blue and Gold Officer Application (OMB 0703-XXXX pending)
2. USNA 1110/16 USNA NAIP ID
3. USNA 1110/94 Request to Perform Direct Support
4. USNA 1531/5 Gratuitous Services Agreement
5. USNA 1531/7 Reserve Naval Academy Information Program
6. USNA 1650-1 NAIP Award Submission
7. USNA 1650-2 Area Coordinator Annual Award Submission
8. USNA 1650-60 Reserve NAIP Navy Recruiting Service Ribbon Request
9. USNA 1800-6 Retirement Credit Report
10. USNA 1531/6 Museum Volunteer Application
11. USNA 1531/12 Sponsor Application (OMB 0703-0054)

If collecting on members of the public and no OMB approval is required, state the applicable exception(s): N/A

7. Name of IT system(s): Academic and Professionally Accredited Enterprise Education Enclave (AEEE), Blue and Gold Information System (BGIS) and Midshipmen Information System (MIDS), (DoD) DITPR ID #5737 and (Navy) DITPR-DON ID #21020.

8. Is the system, in whole or in part, being maintained by a contractor? Yes, FAR clauses are included in the contract.

DEPARTMENT OF DEFENSE

Billing Code:

Department of the Navy

Docket ID:

Privacy Act of 1974; System of Records

AGENCY: Department of the Navy, DoD.

ACTION: Notice of a new System of Records.

SUMMARY: Pursuant to the Privacy Act of 1974, 5 U.S.C. 552a, and Office of Management and Budget (OMB) Circular No. A-130, notice is hereby given that the Department of the Navy proposes a new system of records, N01531-1, entitled "U.S. Naval Academy Voluntary and Gratuitous Service Records."

The system of records exists to ensure those civilians, reservists, and active duty members applying to volunteer their time assisting the academy attain and maintain the qualifications necessary to best assist the Academy and potential candidates for admissions to the Academy. Records contain applicant information used to evaluate and determine qualification and eligibility for appointments as volunteers and gratuitous servants at the Academy as Blue and Gold Officers, sponsors, museum volunteers, and other voluntary and gratuitous services provided.

DATES: Comments will be accepted on or before **[INSERT 30-DAYS FROM DATE OF PUBLICATION IN THE FEDERAL REGISTER]**. This proposed action will be effective the day 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 Deputy Chief Management Officer, Directorate of Oversight and Compliance, 4800 Mark Center Drive, Mailbox #24, 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 Department of the Navy’s notices for systems of records subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended, have been published in the Federal Register and are available from the address in **FOR FURTHER INFORMATION CONTACT** or from the Defense Privacy, Civil Liberties and Transparency Office website at <http://dpcl.d.defense.gov/>.

The proposed system report, as required by 5 U.S.C. 552a(r) of the Privacy Act of 1974, as amended, was submitted on **INSERT DATE**, to the House Committee on Oversight and Government Reform, the Senate Committee on Governmental Affairs, and the Office of Management and Budget (OMB) pursuant to paragraph 4 of Appendix I to OMB Circular No. A-130, “Federal Agency Responsibilities for Maintaining Records About Individuals,” revised November 28, 2000 (December 12, 2000 65 FR 77677).

Dated:

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

SYSTEM NAME AND NUMBER: U.S. Naval Academy (USNA) Voluntary and Gratuitous Services Records, N01531-X.

SECURITY CLASSIFICATION: Unclassified.

SYSTEM LOCATION: U.S. Naval Academy (USNA), 121 Blake Road, Annapolis, MD 21402-1300; Naval Academy Preparatory School (NAPS), 440 Meyerkord Ave, Newport, RO 02841; and locations where Area Coordinators assigned.

SYSTEM MANAGER(S): Superintendent, U.S. Naval Academy (USNA), 121 Blake Road, Annapolis, MD 21402-1300.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 8041, Headquarters, Marine Corps; 10 U.S.C. 8458, Midshipmen: Qualifications for Admission; 10 U.S.C. §10141, Ready Reserve; Standby Reserve; Retired Reserve: placement and status of members; training categories; 10 USC 10212, Gratuitous services of officers: authority to accept; 10 USC 1588, Authority to accept certain voluntary services; 5 U.S.C. 3111, Acceptance of volunteer service; DoDI 1322.22, Service Academies; DoDI 1100.21, Voluntary Services in the Department of Defense; SECNAVINST 1650.1J, Department of the Navy Military Awards Policy; OPNAVINST 1531.2C, The Naval Academy Information Program (NAIP).

PURPOSE(S) OF THE SYSTEM: This information requirement is needed to determine the eligibility and leadership potential of respondents applying to represent the United States Naval Academy as voluntary and gratuitous servants (referred to within as volunteers). Prior military service, current and past military performance, and prior affiliation with the Naval Academy has been found to be an excellent predictor of success as a USNA volunteer. Without this information the ability for the United States Naval Academy to recruit qualified volunteers would be impacted and would directly negatively affect the Naval Academy's ability to perform necessary duties.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM: Individuals who perform or apply to perform voluntary or gratuitous services for the U.S. Naval Academy and the Naval Academy preparatory school.

CATEGORIES OF RECORDS IN THE SYSTEM: Records contain information such as full name, home address, home telephone, number, date of birth, age, gender, ethnicity, email address, title/rank, spousal information, active duty service history, reserve service information/history, education, work history, signature, supervisor information, fax numbers, parent/guardian signatures for minors, pet information, interests, skills, emergency contacts, voluntary service information (time)/credit hours, awards and training information, education information, and background/background check information.

RECORD SOURCE CATEGORIES: From the individual; faculty and staff evaluations; evaluations from Naval Academy information officers; midshipmen feedback; and third party background checks.

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 herein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

- a. To contractors whose employees require suitability determinations, security clearances, and/or access to classified national security information, for the purpose of ensuring that the employer is appropriately informed about information that relates to and/or may impact a particular employee or employee applicant's suitability or eligibility to be granted a security clearance and/or access to classified national security information.
- b. To the Office of Personnel Management (OPM) for the purpose of addressing civilian pay and leave, benefits, retirement deduction, and any other information necessary for the OPM to carry out its legally authorized government-wide personnel management functions and studies.
- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. To a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of, and at the request of, the individual who is the subject of the record.
- h. To appropriate agencies, entities, and persons when (1) the 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.

i. To another Federal agency or Federal entity, when the DoD determines that 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, electronic storage media with the safeguards mentioned below.

POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS: The records are retrieved primarily by name, email address, or identification number.

POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS: Disposition pending until the National Archives and Records Administration has approved retention and disposition schedule, treat as temporary. (Records are temporary and destroyed when business use ceases (DAA-GRS-2016-0016-0001, SF 115 submitted 7/14/21))

ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS: Paper records are stored in locked file containers, cabinets, vaults, or secured rooms with restricted access. Information maintained electronically requires role-based file access, Common Access Card (CAC), Public Key Infrastructure (PKI), and/or User ID and password. Data in transit is encrypted.

RECORD ACCESS PROCEDURES: Individuals seeking access to information about themselves contained in this system should address written inquiries to the Superintendent, United States Naval Academy, 121 Blake Road, Annapolis, MD 21402-1300.

Signed, written requests should contain requester's full name, telephone number, email address, current mailing address, dates of service, and name and number of this system of records notice.

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 office of the Secretary of Defense (OSD) rules for accessing records, 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.

NOTIFICATION PROCEDURES: Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Superintendent, United States Naval Academy, 121 Blake Road, Annapolis, MD 21402-1300.

Signed, written requests should contain requester's full name, telephone number, email address, current mailing address, dates of service, and name and number of this system of records notice.

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)."

EXEMPTIONS PROMULGATED FOR THE SYSTEM: The Department of Defense is exempting record maintained in this system, from subsections 5 U.S.C. § 552a(d)(1) pursuant to U.S.C 552a(k)(5) or (k)(6) as applicable.

An exemption rule for this record system has been promulgated in accordance with 5 U.S.C. 553(b)(1), (2), and 3, (c) and (e) and published in 32 CFR part 701.128. For additional information contact the system manager.

HISTORY: No history exists for this new system.