

**NATIONAL DEFENSE UNIVERSITY
SECURITY IN-PROCESSING REQUEST FORM**

O.M.B. Control No.

Expires:

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, **[Insert OMB Control Number]**, is estimated to average 13 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

SECTION I – REQUESTOR INFORMATION (To be completed by Requestor)

1. Name (Last, First, Middle)	2. Social Security Number
3. Date of Birth (Mo/Day/Yr)	4. Place of Birth (City/State)
5. Rank/Title	6. Branch of Service/Agency
7. Service Component (Military Only) <input type="checkbox"/> Active <input type="checkbox"/> Reserve <input type="checkbox"/> Guard	8. Designation of Person <input type="checkbox"/> Contractor <input type="checkbox"/> Intern <input type="checkbox"/> Visitor <input type="checkbox"/> Faculty <input type="checkbox"/> Visiting Faculty <input type="checkbox"/> Staff
9. Citizenship <input type="checkbox"/> US <input type="checkbox"/> FN _____ <input type="checkbox"/> OTHER	10. School/Component Assigned <input type="checkbox"/> Eisenhower <input type="checkbox"/> NWC <input type="checkbox"/> OTHER _____
11. Emergency Contact Information (Name and Phone No.)	

I understand that the information I have provided is voluntary. However, if the data is not provided, then NDU security system of records maintained by the Security Department may not be accurate and or prevent you being granted access to classified information/material and or restrict access to certain spaces. I further understand that if my security badge is lost, stolen, misplaced or mutilated, I will report this fact to the NDU Security Office immediately.

12. Respondent Signature	13. Date (MM-DD-YYYY)
SECTION II – SECURITY MANAGER CLEARANCE VALIDATION (To be completed by Security Office)	
14. Type of Investigation	15. Date of Investigation
16. Access Level	17. Badge Number Assigned
18. Verified By	19. Date (MM-DD-YYYY)

NOTICE: AUTHORITY: 10 U.S.C. 2163, 2165, Executive Order 9397, and Public Law 104-134 (soliciting SSN). **PURPOSE:** To record names, identifiers, and SSN for the purpose to authenticate, track personnel records, create security records, validate clearances/accesses. **NOTE:** Records may be maintained in both electronic and/or paper form. **DISCLOSURE:** Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 2165, National Defense University; 10 U.S.C. 2163 Degree Granting Authority for National Defense University and E.O. 9397, as amended (SSN).

SOCIAL SECURITY ACCOUNT NUMBER (SSAN): Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

PURPOSE: The data provided will be used to update your National Defense University (NDU) record. NDU data are used to authenticate and identify NDU personnel and students; track academic enrollment, assignments, progress, and assessments; track personnel records and actions; create academic transcripts and related reports; facilitate award of degrees and credentials; conduct analysis for regional and DoD academic accreditations; and create reports for University leadership to aid in the development of effective curricula, facilitate academic completion requirements.

ROUTINE USES: Data are shared with other Federal/State agencies and contractors for the purpose of communicating educational credentials and accrediting University programs. For a complete list of routine uses and authorities see the applicable system of records notice, National Defense University (NDU) Student Data Files (September 21, 2010, 75 FR 57458). The notice is located at:

<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570570/dndu01/>

DISCLOSURE: Voluntary. However, if data in NDU systems are not up-to-date, your NDU entitlements/privileges and the ability of NDU systems to identify you as an NDU-affiliated person could be delayed or inaccurate. The production of accurate academic transcripts may not be possible. Home addresses will be used for mustering in the event of an officially declared manmade or natural disaster (DoDI 3001.02) and for notification of a Privacy compromise, loss or stolen (breached) personally identifiable information (PII). If addresses are not correct these two requirements will not be performed with accuracy as to your location.