

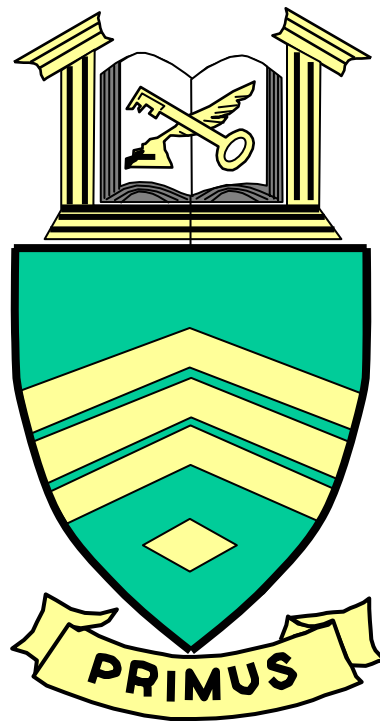
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

U652

JUN 06

THE ARMY PRIVACY PROGRAM

PRERESIDENT TRAINING SUPPORT PACKAGE LESSON



THIS PAGE LEFT BLANK INTENTIONALLY

PRERESIDENT TRAINING SUPPORT PACKAGE (TSP)

TSP Number / Title	U652 / THE ARMY PRIVACY PROGRAM
Effective Date	01 Jun 2006
Supersedes TSP(s) / Lesson(s)	U652, The Army Privacy Program, Jun 05.
TSP Users	521-SQIM (DL), First Sergeant Course
Proponent	The proponent for this document is the Sergeants Major Academy.
Improvement Comments	<p>Users are invited to send comments and suggested improvements on DA Form 2028, <i>Recommended Changes to Publications and Blank Forms</i>. Completed forms, or equivalent response, will be mailed or attached to electronic e-mail and transmitted to:</p> <p>COMDT USASMA ATTN ATSS DCF BLDG 11291 BIGGS FIELD FORT BLISS TX 79918-8002</p> <p>Telephone (Comm) (915) 568-8875 Telephone (DSN) 978-8875</p> <p>E-mail: atss-dcd@bliss.army.mil</p>
Security Clearance / Access	Unclassified
Foreign Disclosure Restrictions	FD5. This product/publication has been reviewed by the product developers in coordination with the (USASMA) foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

PREFACE

Purpose

This Training Support Package provides the student with a standardized lesson plan of instruction for:

Task Number

Task Title

Individual

121-010-8020

Supervise Unit Personnel and Administration Functions

This TSP
Contains

TABLE OF CONTENTS

	<u>PAGE</u>
Preface.....	2
Lesson Section I Administrative Data	4
Section II Introduction.....	6
Terminal Learning Objective - Determine unit level responsibilities under the Army Privacy Program.	6
Section III Presentation	7
Enabling Learning Objective A - Identify Army policies and responsibilities under the Army Privacy Program.	7
Enabling Learning Objective B - Identify individual rights of access and amendment under the Privacy Act.	8
Enabling Learning Objective C - Identify proper disclosure of personnel information to other agencies and third parties.....	8
Enabling Learning Objective D - Identify record keeping requirements under the Privacy Act.	9
Section IV Summary.....	11
Section V Student Evaluation.....	12
Appendix A - Viewgraph Masters (N/A) A -	1
Appendix B - Test(s) and Test Solution(s) (N/A) B -.....	1
Appendix C - Practical Exercises and Solutions C -	1
Appendix D - Student Handouts D -.....	1

THIS PAGE LEFT BLANK INTENTIONALLY

**THE ARMY PRIVACY PROGRAM
U652 / Version 1
01 Jun 2006**

SECTION I. ADMINISTRATIVE DATA

All Courses Including This Lesson	<u>Course Number</u> 521-SQIM	<u>Version</u> 1	<u>Course Title</u> First Sergeant Course								
Task(s) Taught(*) or Supported	<u>Task Number</u> INDIVIDUAL 121-010-8020 (*)	<u>Task Title</u> Supervise Unit Personnel and Administration Functions									
Reinforced Task(s)	<u>Task Number</u> None	<u>Task Title</u>									
Academic Hours	The academic hours required to teach this lesson are as follows:										
	Distance Learning										
	<u>Hours/Methods</u>										
		30 mins / Study Assignment									
		20 mins / Practical Exercise (Performance)									
Test	0 hrs										
Test Review	0 hrs										
	Total Hours:	1 hr									
Test Lesson Number	<u>Hours</u> Testing (to include test review)	<u>Lesson No.</u> 3 hrs	<u>Lesson No.</u> E516 version 1								
Prerequisite Lesson(s)	<u>Lesson Number</u> None	<u>Lesson Title</u>									
Clearance Access	Security Level: Unclassified Requirements: There are no clearance or access requirements for the lesson.										
Foreign Disclosure Restrictions	FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.										
References	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;"><u>Number</u></th> <th style="width: 30%;"><u>Title</u></th> <th style="width: 15%;"><u>Date</u></th> <th style="width: 30%;"><u>Additional Information</u></th> </tr> </thead> <tbody> <tr> <td>AR 340-21</td> <td>THE ARMY PRIVACY PROGRAM</td> <td>05 Jul 1985</td> <td></td> </tr> </tbody> </table>			<u>Number</u>	<u>Title</u>	<u>Date</u>	<u>Additional Information</u>	AR 340-21	THE ARMY PRIVACY PROGRAM	05 Jul 1985	
<u>Number</u>	<u>Title</u>	<u>Date</u>	<u>Additional Information</u>								
AR 340-21	THE ARMY PRIVACY PROGRAM	05 Jul 1985									
Student Study Assignments	All material included in this Training Support Package (TSP).										
Instructor Requirements	None										

Additional Support Personnel Requirements

<u>Name</u>	<u>Stu Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
MSG, FSC graduate, ITC, and SGITC graduate, (Enlisted)	1:14	1	1

Equipment Required for Instruction

<u>Id Name</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
None					

* Before Id indicates a TADSS

Materials Required

Instructor Materials:

None

Student Materials:

- TSP.
 - Pen or pencil and paper.
-

Classroom, Training Area, and Range Requirements

None

Ammunition Requirements

<u>Id</u>	<u>Name</u>	<u>Exp</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt Qty</u>
None					

Instructional Guidance

None

Proponent Lesson Plan Approvals

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
Santa Barbara, Robert A.	GS-09	Training Specialist	
Smith, Sandra	SGM	Chief Instructor, FSC	
Graham, Kevin L.	MSG	Chief, FSC	
Collins, Curtis R.	SGM	Chief, SMC	
Lemon, Marion	SGM	Chief, CMDD	

SECTION II. INTRODUCTION

Method of Instruction: Study Assignment
 Technique of Delivery: Individualized, self-paced instruction
 Instructor to Student Ratio is: 1:14
 Time of Instruction: 5 mins
 Media: None

Motivator

As a first sergeant, you can expect inquiries and/or requests for information on personnel assigned to your unit. Requests may come from other Army elements, other government agencies, the civilian business sector, or from private individuals. The handling and release of personal information is a sensitive issue and governed by law. This lesson will help you understand your administrative responsibilities and duties when you collect/maintain personal information on your soldiers and respond to inquiries concerning them. You must protect your soldier's rights from unwarranted invasions of privacy.

Terminal Learning Objective

At the completion of this lesson, you [the student] will:

Action:	Determine unit level responsibilities under the Army Privacy Program.
Conditions:	As a first sergeant, in a self-study environment, given AR 340-21.
Standards:	Determined unit level responsibilities under the Army Privacy Program IAW AR 340-21.

Safety Requirements

None

Risk Assessment Level

Low

Environmental Considerations

NOTE: It is the responsibility of all Soldiers and DA civilians to protect the environment from damage.

None

Evaluation

At the end of your Phase I training and before entering Phase II, you will take an on-line, multiple choice examination. It will test your comprehension of the learning objectives from this and other lessons in Phase I. You must correctly answer 70 percent or more of the questions on the examination to receive a GO. Failure to achieve a GO on the examination will result in a retest. Failure on the retest could result in your dismissal from the course.

Instructional Lead-In

None

THIS PAGE LEFT BLANK INTENTIONALLY

SECTION III. PRESENTATION

A. ENABLING LEARNING OBJECTIVE

ACTION:	Identify Army policies and responsibilities under the Army Privacy Program.
CONDITIONS:	As a first sergeant, in a self-study environment, given AR 340-21.
STANDARDS:	Identified Army policies and responsibilities under the Army Privacy Program IAW AR 340-21, Chapter 1.

1. Learning Step / Activity 1. Identify Army Policies and Responsibilities under the Army Privacy Program

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 5 mins
Media: SH-1

To complete this learning step activity, you are to--

- Read the above ELO.
- Read SH-1, Chapter 1.

2. Learning Step / Activity 2. Identify Army Policies and Responsibilities under the Army Privacy Program

Method of Instruction: Practical Exercise (Performance)
Technique of Delivery: Individualized, self-paced instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 5 mins
Media: SH-1

Try to complete the questions in this practical exercise without referring to the student handout. Write your answer in the space provided.

- This is a self-graded exercise.
- It should take you approximately 5 minutes to complete the questions.
- Complete questions 1 thru 4 of PE-1, p C-2.
- Compare your responses with the solutions on p C-6.
- If your response does not agree, review the appropriate reference/lesson material.

CHECK ON LEARNING: The practical exercise serves as a check on learning for ELO A.

B. ENABLING LEARNING OBJECTIVE

ACTION:	Identify individual rights of access and amendment under the Privacy Act.
CONDITIONS:	As a first sergeant, in a self-study environment, given AR 340-21.
STANDARDS:	Identified individual rights of access and amendment under the Privacy Act IAW AR 340-21, Chapter 2.

1. Learning Step / Activity 1. Identify Individual Rights of Access and Amendment under the Privacy Act

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 5 mins
Media: SH-1

To complete this learning step activity, you are to--

- Read the above ELO.
- Read SH-1, Chapter 2.

2. Learning Step / Activity 2. Identify Individual Rights of Access and Amendment under the Privacy Act

Method of Instruction: Practical Exercise (Performance)
Technique of Delivery: Individualized, self-paced instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 5 mins
Media: SH-1

Try to complete the questions in this practical exercise without referring to the student handout. Write your answer in the space provided.

- This is a self-graded exercise.
- It should take you approximately 5 minutes to complete the questions.
- Complete questions 5 thru 8 of PE-1, p C-3.
- Compare your responses with the solutions on pp C-6 and C-7.
- If your response does not agree, review the appropriate reference/lesson material.

CHECK ON LEARNING: The practical exercise serves as a check on learning for ELO B.

C. ENABLING LEARNING OBJECTIVE

ACTION:	Identify proper disclosure of personnel information to other agencies and third parties.
CONDITIONS:	As a first sergeant, in a self-study environment, given AR 340-21.
STANDARDS:	Identified proper disclosure of personnel information to other agencies and third parties IAW AR 340-21, Chapter 3.

1. Learning Step / Activity 1. Identify Proper Disclosure of Personnel Information to other Agencies and Third Parties

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 5 mins
Media: SH-1

To complete this learning step activity, you are to--

- Read the above ELO.
- Read SH-1, Chapter 3.

2. Learning Step / Activity 2. Identify Proper Disclosure of Personnel Information to other Agencies and Third Parties

Method of Instruction: Practical Exercise (Performance)
Technique of Delivery: Individualized, self-paced instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 5 mins
Media: SH-1

Try to complete the questions in this practical exercise without referring to the student handout. Write your answer in the space provided.

- This is a self-graded exercise.
- It should take you approximately 5 minutes to complete the questions.
- Complete questions 9 thru 11 of PE-1, pp C-3 and C-4.
- Compare your responses with the solutions on p C-7.
- If your response does not agree, review the appropriate reference/lesson material.

CHECK ON LEARNING: The practical exercise serves as a check on learning for ELO C.

D. ENABLING LEARNING OBJECTIVE

ACTION:	Identify record keeping requirements under the Privacy Act.
CONDITIONS:	As a first sergeant, in a self-study environment, given AR 340-21.
STANDARDS:	Identified record keeping requirements under the Privacy Act IAW AR 340-21, Chapter 4.

1. Learning Step / Activity 1. Identify Record Keeping Requirements under the Privacy Act

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 5 mins
Media: SH-1

To complete this learning step activity, you are to--

- Read the above ELO.
- Read SH-1, Chapter 4.

2. Learning Step / Activity 2. Identify Record Keeping Requirements under the Privacy Act

Method of Instruction: Practical Exercise (Performance)

Technique of Delivery: Individualized, self-paced instruction

Instructor to Student Ratio: 1:14

Time of Instruction: 5 mins

Media: SH-1

Try to complete the questions in this practical exercise without referring to the student handout. Write your answer in the space provided.

- This is a self-graded exercise.
- It should take you approximately 5 minutes to complete the questions.
- Complete questions 12 thru 15 of PE-1, pp C-4 and C-5.
- Compare your responses with the solutions on pp C-7 and C-8.
- If your response does not agree, review the appropriate reference/lesson material.

CHECK ON LEARNING: The practical exercise serves as a check on learning for ELO D.

SECTION IV. SUMMARY

Method of Instruction: <u>Study Assignment</u>
Technique of Delivery: <u>Individualized, self-paced Instruction</u>
Instructor to Student Ratio is: <u>1:14</u>
Time of Instruction: <u>5 mins</u>
Media: <u>None</u>

Check on Learning

PE-1 is the check on learning for this lesson.

Review / Summarize Lesson

As a first sergeant, one of your responsibilities is protecting the privacy of your Soldiers. You must guard against the unlawful collection, maintenance, and release of personal information concerning your Soldiers. You must understand the Army Privacy Program and follow its guidance in performing your duties as first sergeant. The Army Privacy Program relates to all areas of unit administration. It may be necessary to refer to AR 340-21 often as you perform your duties as first sergeant. When you encounter questionable situations on the job, remember to check the regulation or call your Privacy Act Official for assistance.

Transition to Next Lesson

None

THIS PAGE LEFT BLANK INTENTIONALLY

SECTION V. STUDENT EVALUATION

**Testing
Requirements**

At the end of your Phase I training and before entering Phase II, you will take an on-line, multiple choice examination. It will test your comprehension of the learning objectives from this and other lessons in Phase I. You must correctly answer 70 percent or more of the questions on the examination to receive a GO. Failure to achieve a GO on the examination will result in a retest. Failure on the retest could result in your dismissal from the course.

**Feedback
Requirements**

NOTE: Feedback is essential to effective learning.

THIS PAGE LEFT BLANK INTENTIONALLY

STUDENT QUESTIONNAIRE U652

Directions

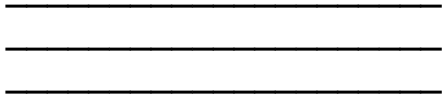
- Enter your name, your rank, and the date you complete this questionnaire.

Rank: _____ Name: _____ Date: _____

- Answer items 1 through 6 below in the space provided.
- Fold the questionnaire so the address for USASMA is visible.
- Print your return address, add postage, and mail.

Note: Your response to this questionnaire will assist USASMA in refining and improving this course. While completing the questionnaire, answer each question frankly. Your assistance helps build and maintain the best curriculum possible.

Item 1	Do you believe you have met the learning objectives of this lesson?
Item 2	Was the material covered in this lesson new to you?
Item 3	Which parts of the lesson were most helpful to you in learning the objectives?
Item 4	How could we improve the format of this lesson?
Item 5	How could we improve the content of this lesson?
Item 6	Do you have additional questions or comments? If you do, please list them here. You may add additional pages if necessary.



ATTN ATSS DCF
COMDT USASMA
BLDG 11291 BIGGS FLD
FORT BLISS TX 79918-8002

----- (Fold Here) -----

Appendix A - Viewgraph Masters (N/A)

Appendix B - Test(s) and Test Solution(s) (N/A)

PRACTICAL EXERCISE 1

Title	THE ARMY PRIVACY PROGRAM						
Lesson Number / Title	U652 version 1 / THE ARMY PRIVACY PROGRAM						
Introduction	None						
Motivator	<p>As a first sergeant, you can expect inquiries and/or requests for information on personnel assigned to your unit. Requests may come from other Army elements, other government agencies, the civilian business sector, or from private individuals. The handling and release of personal information is a sensitive issue and governed by law. This lesson will help you understand your administrative responsibilities and duties when you collect/maintain personal information on your Soldiers and respond to inquiries concerning them. You must protect your Soldier's rights from unwarranted invasions of privacy.</p>						
Terminal Learning Objective	<p>At the completion of this lesson, you [the student] will:</p> <table border="1"><tr><td>Action:</td><td>Determine unit level responsibilities under the Army Privacy Program.</td></tr><tr><td>Conditions:</td><td>As a first sergeant, in a self-study environment, given AR 340-21.</td></tr><tr><td>Standards:</td><td>Determined unit level responsibilities under the Army Privacy Program IAW AR 340-21.</td></tr></table>	Action:	Determine unit level responsibilities under the Army Privacy Program.	Conditions:	As a first sergeant, in a self-study environment, given AR 340-21.	Standards:	Determined unit level responsibilities under the Army Privacy Program IAW AR 340-21.
Action:	Determine unit level responsibilities under the Army Privacy Program.						
Conditions:	As a first sergeant, in a self-study environment, given AR 340-21.						
Standards:	Determined unit level responsibilities under the Army Privacy Program IAW AR 340-21.						
Safety Requirements	None						
Risk Assessment	Low						
Environmental Considerations	None						
Evaluation	<p>At the end of your Phase I training and before entering Phase II, you will take an on-line, multiple choice examination. It will test your comprehension of the learning objectives from this and other lessons in Phase I. You must correctly answer 70 percent or more of the questions on the examination to receive a GO. Failure to achieve a GO on the examination will result in a retest. Failure on the retest could result in your dismissal from the course.</p>						
Instructional Lead-In	None						

Resource Requirements

Instructor Materials:

None

Student Materials:

- TSP.
 - Pen or pencil and paper.
-

Special Instructions

None

Procedures

This is a self-graded exercise. Fill-in the blank or write in your answer on the following questions. Upon completion, compare your response to the correct response in the Solution for Practical Exercise 1, pp C-7 thru C-9.

Question 1 The Privacy Act of 1974 (and its amendments) requires the Army to protect the privacy of individuals from what?

Question 2 How does AR 340-21 define individuals protected under the Privacy Act?

Question 3 Under the Privacy Act, the Army permits you to collect what kind of personal information about an individual?

Question 4 What requirements does the Army place on you under the Privacy Act regarding the personal information you may keep on an individual?

Question 5 What are two main exceptions that cause an individual to NOT receive access to their records?

Question 6 If you work with medical records, you may need to make special considerations before releasing them. Carefully consider if the information could have an adverse effect on the mental or physical health of the individual. If this is a possibility, what does AR 340-21 advise you to do?

Question 7 Who are the only officials authorized to deny a request from an individual (data subject) for records pertaining to that individual?

Question 8 If individuals believe their records need amendments, to whom should they address their requests to amend the records?

Question 9 AR 340-21 indicates blanket routine uses, or situations when you may release information. Under what conditions may you refer Army records to Federal, State, local or foreign law enforcement agencies?

Question 10 You may disclose a record with what kind of information to OPM?

Question 11 What information on military personnel may you release under the Freedom of Information Act?

Question 12 Whenever you request personal information from members of your unit for a system of records, you must furnish the individual with a Privacy Act Statement. What is the purpose of furnishing the Privacy Act Statement?

Question 13 What must an Army activity do if individuals refuse to disclose their SSN?

Question 14 The Privacy Act requires establishment of proper administrative, technical, and physical safeguards to ensure the security and confidentiality of records. These measures are to protect against what?

Question 15 If you violate provisions of the Privacy Act, you are subject to both civil and criminal penalties. An individual may file a civil suit against the Army if Army personnel fail to comply with the Privacy Act. What three willful actions by you would make you guilty of a misdemeanor and subject to fines under criminal penalties?

Feedback Requirements None

THIS PAGE LEFT BLANK INTENTIONALLY

**SOLUTION FOR
PRACTICAL EXERCISE 1**

Question 1 The correct response is:

Unwarranted intrusion.

Ref: AR 340-21, para 1-5a

Question 2 The correct response is:

Living citizens of the United States and aliens lawfully admitted for permanent residence.

Ref: AR 340-21, para 1-5a

Question 3 The correct response as quoted from AR 340-21 is:

You may collect only that information that is legally authorized and necessary to support Army operations.

Ref: AR 340-21, para 1-5b

Question 4 The correct response is:

Information you may keep on an individual must be timely, accurate, complete, and relevant to the purpose for which you collected it.

Ref: AR 340-21, para 1-5c

Question 5 The correct response as quoted from AR 340-21 is:

- The record is subject to an exemption and the system manager has invoked the exemption.
- The record is information compiled in reasonable anticipation of a civil action or proceeding.

Ref: AR 340-21, para 2-1a

Question 6 The correct response is:

Ask the individual to name a physician to receive the record.

Ref: AR 340-21, para 2-5

Question 7 The correct response is:

The appropriate access and amendment refusal authority (AARA), or the Secretary of the Army, acting through the General Counsel.

Ref: AR 340-21, para 2-9a

Question 8 The correct response is:

The custodian or system manager of the records.

Ref: AR 340-21, para 2-11a

Question 9 The correct response is:

If the record indicates a violation or potential violation of law and the requesting agency has the responsibility to investigate or prosecute the violation.

Ref: AR 340-21, para 3-2a

Question 10 The correct response is:

Information on pay and leave, benefits, retirement deduction, and any other information necessary for OPM to carry out its legally authorized Government-wide personnel management functions and studies.

Ref: AR 340-21, para 3-2h

Question 11 The correct response as quoted from AR 340-21 is:

Name, rank, date of rank, gross salary, present and past duty assignments, future assignments that are officially established, office or duty telephone number, source of commission, promotion sequence number, awards and decorations, military and civilian educational level, and duty status at any given time.

Ref: AR 340-21, para 3-3a(1)

Question 12 The correct response is:

To ensure that individuals know why you are collecting the information so they can make an informed decision of whether or not to furnish it.

Ref: AR 340-21, para 4-2a

Question 13 The correct response is:

Identify the individuals by alternate means.

Ref: AR 340-21, para 4-3

Question 14 The correct response is:

Any threats of hazards to the subject's security or integrity that could result in substantial harm, embarrassment, inconvenience, or unfairness.

Ref: AR 340-21, para 4-4a(2)

Question 15 The correct response is:

- Maintaining a system of records without first meeting the public notice requirements of publishing in the Federal Register.
- Disclosing individually identifiable personal information to one not entitled to it.
- Asking for or getting another's record under false pretenses.

Ref: AR 340-21, para 4-9b(1 thru 3)

THIS PAGE LEFT BLANK INTENTIONALLY

Appendix D

HANDOUTS FOR LESSON: U652 version 1

This appendix contains the items listed in this table---

Title/Synopsis	Pages
SH-1, Extracted material from AR 340-21	SH-1-1

THIS PAGE LEFT BLANK INTENTIONALLY

Student Handout 1

Extracted Material from AR 340-21

This student handout contains six pages of extracted material from the following publication:

AR 340-21, The Army Privacy Program, 5 Jul 1985

Chapter 1	pages 1 and 2
Chapter 2	pages 2 and 3
Chapter 3	pages 3 thru 5
Chapter 4	pages 5 and 6

Disclaimer: The training developer downloaded the extracted material from the United States Army Publishing Agency Home Page. The text may contain passive voice, misspellings, grammatical errors, etc., and may not be in compliance with the Army Writing Style Program.

THIS PAGE LEFT BLANK INTENTIONALLY

Chapter 1 General Information

1-1. Purpose

This regulation sets forth policies and procedures that govern personal information kept by the Department of the Army (DA) in systems of records.

1-2. References

a. Required publications.

(1) AR 195-2, Criminal Investigation Activities. (Cited in para 2-10e.)

(2) AR 340-17, Release of Information and Records from Army Files. (Cited in paras 2-8 and 4-4c.)

(3) AR 340-21-8, The Army Privacy Program; System Notices and Exemption Rules for Civilian Personnel Functions. (Cited in para 2-9c.)

(4) AR 380-380, Automated Systems Security. (Cited in paras 4-4band 4-6c(8).)

b. Related publications. (A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.)

(1) DODD 5400.11, DOD Privacy Program.

(2) DOD 5400.11-R, DOD Privacy Program.

(3) Treasury Fiscal Requirements Manual. This publication can be obtained from The Treasury Department, 15th and Pennsylvania Ave, NW, Washington, DC 20220.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Assistant Chief of Staff for Information Management (ACSIM) is responsible for issuing policy and guidance for the Army Privacy Program in consultation with the Army General Counsel.

b. The Adjutant General (TAG) is responsible for developing and recommending policy to ACSIM concerning the Army Privacy Program and for overall execution of the program under the policy and guidance of ACSIM.

c. Heads of Army Staff agencies, field operating agencies, major Army commands(MACOMs), and subordinate commands are responsible for supervision and execution of the privacy program in functional areas and activities under their command.

d. Heads of Joint Service agencies or commands for which the Army is the Executive Agent, or otherwise has responsibility for providing fiscal, logistical, or administrative support, will adhere to the policies and procedures in this regulation.

e. Commander, Army and Air Force Exchange Service (AAFES), is responsible for the supervision and execution of the privacy program within that command pursuant to this regulation.

1-5. Policy

Army policy concerning the privacy rights of individuals and the Army's responsibilities for compliance with operational requirements established by the Privacy Act are as follows:

a. Protect, as required by the Privacy Act of 1974 (5 USC 552a), as amended, the privacy of individuals from unwarranted intrusion. Individuals covered by this protection are living citizens of the United States and aliens lawfully admitted for permanent residence.

b. Collect only the personal information about an individual that is legally authorized and necessary to support Army operations. Disclose this information only as authorized by the Privacy Act and this regulation.

c. Keep only personal information that is timely, accurate, complete, and relevant to the purpose for which it was collected.

d. Safeguard personal information to prevent unauthorized use, access, disclosure, alteration, or destruction.

e. Let individuals know what records the Army keeps on them and let them review or get copies of these records, subject to

exemptions authorized by law and approved by the Secretary of the Army. (See chap 5.)

f. Permit individuals to amend records about themselves contained in Army systems of records, which they can prove are factually in error, not up-to-date, not complete, or not relevant.

g. Allow individuals to ask for an administrative review of decisions that deny them access to or the right to amend their records.

h. Maintain only information about an individual that is relevant and necessary for Army purposes required to be accomplished by statute or Executive Order.

i. Act on all requests promptly, accurately, and fairly.

1-6. Authority

The Privacy Act of 1974 (5 USC 552a), as amended, is the statutory basis for the Army Privacy Program. Within the Department of Defense (DOD), the Act is implemented by DODD 5400.11 and DOD 5400-11-R. The Act assigns—

a. Overall Government-wide responsibilities for implementation to the Office of Management and Budget (OMB).

b. Specific responsibilities to the Office of Personnel Management (OPM) and the General Services Administration (GSA).

1-7. Access and amendment refusal authority

Each access and amendment refusal authority (AARA) is responsible for action on requests for access to, or amendment of, records referred to them under this regulation. The officials listed below are the sole AARAs for records in their functional areas:

a. The Adjutant General—for personnel records of Army retired, separated, and reserve military members; DOD dependent school student transcripts; and records not within the jurisdiction of another AARA.

b. The Administrative Assistant to the Secretary of the Army—for records of the Secretariat and its serviced activities, as well as those records requiring the personal attention of the Secretary of the Army.

c. The president or executive secretary of boards, councils, and similar bodies established by DA to consider personnel matters, excluding the Army Board for Correction of Military Records.

d. Chief of Chaplains—for ecclesiastical records.

e. Chief of Engineers—for records pertaining to civil works, including litigation; military construction; engineer procurement; other engineering matters not under the purview of another AARA; ecology; and contractor qualifications.

f. Comptroller of the Army—for financial records.

g. Deputy Chief of Staff for Personnel—for the records listed below.

(1) Personnel records of current Federal civilian employees and active and former nonappropriated fund employees (except those in the AAFES).

(2) Military police records.

(3) Prisoner confinement and correctional records.

(4) Safety records.

(5) Alcohol and drug abuse treatment records.

Note. (Requests from former civilian employees to amend a record in an OPM system of records such as the Official Personnel Folder should be sent to the Office of Personnel Management, Assistant Director for Workforce Information, Compliance and Investigations Group, 1900 E Street, NW, WASH DC 20415-0001.)

h. The Inspector General (TIG)—for TIG investigative records.

i. The Judge Advocate General (TJAG)—for legal records under TJAG responsibility.

j. The Surgeon General—for medical records, except those properly part of the Official Personnel Folder (OPM/GOVT-1 system of records).

k. Commander, AAFES—for records pertaining to employees, patrons, and other matters that are the responsibility of the Exchange Service.

l. Commanding General, U.S. Army Criminal Investigation Command(USACIDC)—for criminal investigation reports and military police reports included therein.

m. Commanding General, U.S. Army Intelligence and Security Command—for intelligence and security investigative records.

n. Commanding General, U.S. Army Materiel Command—for records of Army contractor personnel, exclusive of those in above.

o. Commanding General, U.S. Army Military Personnel Center—for personnel and personnel-related records of Active duty Army members.

p. Commander, Military Traffic Management Command—for transportation records.

q. Chief, National Guard Bureau—for personnel records of the Army National Guard.

1–8. DA Privacy Review Board

The DA Privacy Review Board acts on behalf of the Secretary of the Army to decide appeals from refusal of the appropriate AARAs to amend records. Board membership is comprised of the Administrative Assistant to the Secretary of the Army, The Adjutant General, and The Judge Advocate General, or their representatives. The AARA may serve as a nonvoting member when the Board considers matters in the AARA's area of functional specialization. The Adjutant General chairs the Board and provides the Recording Secretary.

1–9. Privacy official

a. Heads of Army Staff agencies and commanders of MACOMs and subordinate commands and activities will designate a privacy official who will serve as a staff adviser on privacy matters. This function will not be assigned below battalion level.

b. The privacy official will insure that—

- (1) Requests are processed promptly and responsively.
- (2) Records subject to the Privacy Act in his or her command or agency are described properly by a published system notice.
- (3) Privacy statements are included on forms and questionnaires that seek personal information from an individual.
- (4) Procedures are in place to meet reporting requirements.

Chapter 2 Individual Rights of Access and Amendment

2–1. Access under the Privacy Act

a. Upon a written or oral request, an individual, or his or her designated agent or legal guardian, will be granted access to a record pertaining to that individual, maintained in a system of records, unless—

- (1) The record is subject to an exemption and the system manager has invoked the exemption (see chap 5), or
- (2) The record is information compiled in reasonable anticipation of a civil action or proceeding.

b. The requester does not have to state a reason or justify the need to gain access. An individual cannot be denied access solely for refusal to provide his or her Social Security Number(SSN) unless the SSN was required for access by statute or regulation adopted prior to January 1,1975. The request should be submitted to the custodian of the record.

2–2. Notifying the individual

The custodian of the record will acknowledge requests for access within 10 work days of receipt. Releasable records will be provided within 30 days, excluding Saturdays, Sundays, and legal public holidays.

2–3. Relationship between the Privacy Act and the Freedom of Information Act

A Privacy Act request for access to records will be processed also as a Freedom of Information Act request. If all or any portion of the requested material is to be denied, it must be considered under the substantive provisions of both the Privacy Act and the Freedom of Information Act. Any withholding of information must be justified by asserting a legally applicable exemption in each Act.

2–4. Functional requests

If an individual asks for his or her record and does not cite or reasonably imply either the Privacy Act or the Freedom of Information Act, and another prescribing directive authorizes release, the records should be released under that directive. Examples of functional requests are military members asking to see their Military Personnel Records Jacket, or civilian employees asking to see their Official Personnel Folder.

2–5. Medical records

If it is determined that releasing medical information to the data subject could have an adverse effect on the mental or physical health of that individual, the requester will be asked to name a physician to receive the record. The data subject's failure to designate a physician is not a denial under the Privacy Act and cannot be appealed.

2–6. Third party information

Third party information pertaining to the data subject may not be deleted from a record when the data subject requests access to the record unless there is an established exemption. (See para 5–5.) However, personal data such as SSN and home address of a third party in the data subject's record normally do not pertain to the data subject and therefore may be withheld. Information about the relationship between the data subject and the third party would normally be disclosed as pertaining to the data subject.

2–7. Referral of records

Requests for access to Army systems of records containing records that originated with other DOD components or Federal agencies that claimed exemptions for them will be coordinated with or referred to the originator for release determination. The requester will be notified of the referral.

2–8. Fees

Requesters will be charged only for reproduction of requested documents. Normally, there will be no charge for the first copy of a record provided to an individual to whom the record pertains. Thereafter, fees will be computed as set forth in AR 340–17.

2–9. Denial of access

a. The only officials authorized to deny a request from a data subject for records in a system of records pertaining to that individual are the appropriate AARAs, or the Secretary of the Army, acting through the General Counsel. (See para 1–7.) Denial is appropriate only if the record—

- (1) Was compiled in reasonable anticipation of a civil action or proceeding, or
- (2) Is properly exempted by the Secretary of the Army from the disclosure provisions of the Privacy Act (see chap 5), there is a legitimate governmental purpose for invoking the exemption, and it is not required to be disclosed under the Freedom of Information Act.

b. Requests for records recommended to be denied will be forwarded to the appropriate AARA within 5 workdays of receipt, together with the request, disputed records, and justification for withholding. The requester will be notified of the referral.

c. Within the 30 workday period, the AARA will give the following information to the requester in writing if the decision is to deny the request for access: (See para 2–2.)

- (1) Official's name, position title, and business address.
- (2) Date of the denial.
- (3) Reasons for the denial, including citation of appropriate sections of the Privacy Act and this regulation.

(4) The opportunity for further review of the denial by the General Counsel, Office of the Secretary of the Army, The Pentagon, WASH DC 20310–0104, through the AARA within 60 calendar days. (For denials made by the Army when the record is maintained in one of OPM's Government-wide systems of records, notices for which are described in AR340–21–8, appendix A, an individual's

request for further review must be addressed to the Assistant Director for Agency Compliance and Evaluation, Office of Personnel Management, 1900 E Street, NW, WASH DC 20415-0001.)

2-10. Amendment of records

a. Individuals may request the amendment of their records, in writing, when such records are believed to be inaccurate as a matter of fact rather than judgment, irrelevant, untimely, or incomplete.

b. The amendment procedures are not intended to permit challenges of an event in a record that actually occurred, or to permit collateral attack upon an event that has been the subject of a judicial or quasi-judicial action.

c. Consideration of a request for amendment would be appropriate if it can be shown that—

(1) Circumstances leading up to the event recorded on the document were challenged through administrative procedures and found to be inaccurately described.

(2) The document is not identical to the individual's copy, or

(3) The document was not constructed in accordance with the applicable record-keeping requirements prescribed.

d. For an example of above, the amendment provisions do not allow an individual to challenge the merits of an adverse action. However, if the form that documents the adverse action contains an error on the fact of the record (for example, the individual's name is misspelled, or an improper date of birth or SSN was recorded), the amendment procedures may be used to request correction of the record.

e. USACIDC reports of investigation (records in system notices A0501.08e Informant Register, A0508.11b Criminal Information Reports and Cross Index Card Files, and A0508.25a Index to Criminal Investigative Case Files) have been exempted from the amendment provisions of the Privacy Act. Requests to amend these reports will be considered under AR 195-2 by the Commander, U.S. Army Criminal Investigation Command. Action by the Commander, U.S.-Army Criminal Investigation Command, will constitute final action on behalf of the Secretary of the Army under that regulation.

f. Records placed in the National Archives are exempted from the Privacy Act provision allowing individuals to request amendment of records. Most provisions of the Privacy Act apply only to those systems of records that are under the legal control of the originating agency; for example, an agency's current operating files or records stored at a Federal Records Center.

2-11. Procedures

a. Requests to amend a record should be addressed to the custodian or system manager of that record. The request must reasonably describe the record to be amended and the changes sought (that is, deletion, addition, or amendment). The burden of proof rests with the requester; therefore, the alteration of evidence presented to courts, boards, and other official proceedings is not permitted. (An individual acting for the requester must supply a written consent signed by the requester.)

b. The custodian or system manager will acknowledge the request within 10 workdays and make final responses within 30 workdays.

c. The record for which amendment is sought must be reviewed by the proper system manager or custodian for accuracy, relevance, timeliness, and completeness to assure fairness to the individual in any determination made about that individual on the basis of that record.

d. If the amendment is proper, the custodian or system manager will physically amend the record by adding or deleting information, or destroying the record or a portion of it. He or she will notify the requester of such action.

e. If the amendment is not justified, the request and all relevant documents, including reasons for not amending, will be forwarded to the proper AARA within 5 workdays; the requester will be notified.

f. The AARA, on the basis of the evidence, either will amend the

record and notify the requester and the custodian or deny the request and inform the requester of—

(1) Reasons for not amending.

(2) His or her right to seek further review by the DA Privacy Review Board (through the AARA).

g. On receipt of an appeal from a denial to amend, the AARA will append any additional records or background information that substantiates the refusal or renders the case complete and, within 5 workdays of receipt, forward the appeal to the DA Privacy Review Board.

h. The DA Privacy Review Board, on behalf of the Secretary of the Army, will complete action on a request for further review within 30 workdays of its receipt by the AARA. The General Counsel may authorize an additional 30 days when unusual circumstances and good cause so warrant. The Board may seek additional information, including the appellant's official personnel file, if relevant and necessary to decide the appeal.

(1) If the Board determines that amendment is justified, it will amend the record and notify the requester, the AARA, the custodian of the record, and any prior recipients of the record.

(2) If the Board denies the request, it will obtain the General Counsel's concurrence. Response to the appellant will include reasons for denial and the appellant's right to file a statement of disagreement with the Board's action and to seek judicial review of the Army's refusal to amend.

i. Statements of disagreement will be an integral part of the record to which they pertain so the fact that the record is disputed is apparent to anyone who may have access to, use of, or need to disclose from it. The disclosing authority may include a brief summary of the Board's reasons for not amending the disputed record. The summary will be limited to the reasons stated to the individual by the Board.

2-12. Privacy case files

Whenever an individual submits a Privacy Act request, a case file will be established. (See system notice A0240.01DAAG.) In no instance will the individual's request and Army actions thereon be included in the individual's personnel file. The case file will comprise the request for access/amendment, grants, refusals, coordination action, and related papers. This file will not be used to make any determinations about the individual.

Chapter 3 Disclosure of Personnel Information to Other Agencies and Third Parties

3-1. Disclosure without consent

The Army is prohibited from disclosing a record from a system of records without obtaining the prior written consent of the data subject, except when disclosure is—

a. Made to officers and employees of DOD who have a need for the record in the performance of their duties.

b. Required under the Freedom of Information Act. (See para 3-3 for information normally releasable.)

c. Permitted by a routine use that has been published in the *Federal Register*.

d. Made to the Bureau of the Census for planning or carrying out a census or survey, or to a related activity pursuant to title 13 of the United States Code.

e. Made to a recipient who has provided the Army with advance written assurance that the record will be—

(1) Used solely as a statistical research or reporting record.

(2) Transferred in a form that is not individually identifiable.

f. Made to the National Archives of the United States as a record that has sufficient historical or other value to warrant its continued preservation by the U.S. Government, or for determination of such value by the Administrator of the General Services Administration (GSA), or designee. (Records sent to Federal Records Centers for

storage remain under Army control. These transfers are not disclosures and do not therefore need an accounting.)

g. Made to another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States for a civil or criminal law enforcement activity if—

(1) The activity is authorized by law.

(2) The head of the agency or instrumentality has made a written request to the Army element that maintains the record. The request must specify the particular portion desired and the law enforcement activity for which the record is sought.

h. Made to a person pursuant to a showing of compelling circumstances affecting the health or safety of an individual. Upon such disclosure notification will be transmitted to the last known address of such individual.

i. Made to either House of Congress, or, to the extent of matter within its jurisdiction, any committee or subcommittee thereof, any joint committee of Congress, or subcommittee of any such joint committee.

j. Made to the Comptroller General, or authorized representatives, in the course of the performance of the duties of the General Accounting Office(GAO).

k. Pursuant to the order signed by a judge of a court of competent jurisdiction.(Reasonable efforts must be made to notify the subject individual if the legal process is a matter of public record.)

l. Made to a consumer reporting agency under section 3(d) of the Federal Claims Collection Act of 1966 (originally codified at 31 USC 952(d); recodified at 31 USC 3711(f)). The name, address, SSN, and other information identifying the individual; amount, status, and history of the claim; and the agency or program under which the case arose may be disclosed in this instance.

3-2. Blanket routine use disclosures

In addition to routine uses in each system notice, the following blanket routine uses apply to all records from systems of records maintained by the Army except those which state otherwise.

a. *Law enforcement.* Relevant records maintained to carry out Army functions may be referred to Federal, State, local, or foreign law enforcement agencies if the record indicates a violation or potential violation of law. The agency to which the records are referred must be the appropriate agency charged with the responsibility of investigating or prosecuting the violation or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

b. *Disclosure when requesting information.* A record may be disclosed to a Federal, State, or local agency that maintains civil, criminal, or other relevant enforcement information, or other pertinent information, such as licensing, to obtain data relevant to an Army decision concerning—

(1) Hiring or retention of an employee.

(2) Issuance of a security clearance.

(3) Letting of a contract.

(4) Issuance of a license, grant, or other benefit.

c. *Disclosure of requested information.* If the information is relevant and necessary to the requesting agency's decision, a record may be disclosed to a Federal agency in response to its request in connection with—

(1) Hiring or retention of an employee.

(2) Issuance of a security clearance.

(3) Reporting of an investigation of an employee.

(4) Letting of a contract.

(5) Issuance of a license, grant, or other benefit.

d. *Congressional inquiries.* Disclosure from a system of records maintained by the Army 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.

e. *Private relief legislation.* Relevant information in all systems of records of DOD published on or before August 22, 1975, will be disclosed to OMB for review of private relief legislation, as set forth in OMB Circular A-19. Information may be disclosed at any stage of the legislative coordination and clearance process.

f. *Disclosures required by international agreements.* A record may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities. These disclosures are in compliance with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of DOD military and civilian personnel.

g. *Disclosure to State and local taxing authorities.* Any information normally contained in Internal Revenue Service Form W-2, which is maintained in a record from a system of records of the Army, may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements under 5 USC 5516, 5517, and 5520; only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use complies with Treasury Fiscal Requirements Manual, sec 5060.

h. *Disclosure to OPM.* A record may be disclosed to OPM concerning information on pay and leave, benefits, retirement deduction, and any other information necessary for OPM to carry out its legally authorized Government-wide personnel management functions and studies.

i. *Disclosure to National Archives and Records Service (NARS), GSA.* A record may be disclosed to NARS, GSA, in records management inspections conducted under 44 USC, 2904 and 2906.

j. *Disclosure to the Department of Justice for litigation.* A record may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing DOD, or any officer, employee, or member of DOD in pending or potential litigation to which the record is pertinent.

3-3. Disclosure to third parties

Personal information that may be disclosed under the Freedom of Information Act is as follows:

a. *Military personnel.*

(1) Name, rank, date of rank, gross salary, present and past duty assignments, future assignments that are officially established, office or duty telephone number, source of commission, promotion sequence number, awards and decorations, military and civilian educational level, and duty status at any given time.

(2) Lists or compilations of unit or office addresses or telephone numbers of military personnel are not released where the requester's primary purpose in seeking the information is to use it for commercial solicitation.

b. *Civilian employees.*

(1) Name and present and past position titles, grades, salaries, and duty stations that include office or duty telephone numbers.

(2) Disclosure of information in (1) above will not be made when the request is a list of present or past position titles, grades, salaries, and/or duty stations and—

(a) Is selected to constitute a clearly unwarranted invasion of personal privacy. For example, the nature of the request calls for a response that would reveal more about the employee than the items in (1) above.

(b) Would be protected from mandatory disclosure under an exemption of the Freedom of Information Act.

(3) In addition to the information in (1) above, the following information may be made available to a prospective employer of a current or former Army employee:

(a) Tenure of employment.

(b) Civil service status.

(c) Length of service in the Army and the Government.

(d) Date and reason for separation shown on SF 50 (Notification of Personnel Action).

3-4. Accounting of disclosure

a. An accounting of disclosure is required whenever a record from an Army system of records is disclosed to someone other than the data subject, except when that record—

(1) Is disclosed to officials within DOD who have a need for it to perform official business.

