

**2010 DoD FOIA & Privacy Conference
System of Records Handouts**

SYSTEM of Records Checklist

Do not use any tabs, bolding, underscoring, or italicization in the system of records notice submissions to the Defense Privacy Office.

Use this as a checklist to assist you in updating a new, altered or amended SORN. This can also be used as a checklist to determine where to put the required asterisks as place holders in those sections that will remain the same on a request to alter or amended a notice. Where there are no changes asterisks should be included as place holders.

System of Records Sections		YES	NO
<p>System identifier (Ex: DHA 07. Assigned by the Component Privacy Office if this is a new SORN.)</p> <p>Identifier is assigned by the DoD Component, is limited to 21 positions, and must include the 'alpha' character assigned to the DoD Component in the first position of the identifier.</p>	Has the appropriate system identifier been include in the SORN?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
<p>System name: The system name should reflect the categories of individuals on whom information is maintained.</p>	Does the current name adequately describe the system of records?		
Comments:			
<p>System location: Provide the complete mailing address of each location/site maintaining the system of records. Be sure to include the 9-digit Zip code.</p> <p>For geographically or organizationally decentralized system locations, indicate that the official mailing addresses are published as an appendix to the Component's compilation of system of records notices. If no address directory is used, the complete mailing address of each location where a portion of the record system is maintained must appear in this caption or give the mailing address of who can provide a complete listing of locations.</p> <p>Post Office boxes are not locations. Do not use acronyms in addresses unless they are officially part of the U.S. Postal mailing address.</p>	Are all locations, and contractor sites, if applicable, identified in the attached notice?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
<p>Categories of individuals covered by the system: This section should reflect the categories of individuals about whom records are maintained in such a manner that individuals are able to determine if there is a record about them in the system.</p>	Are all categories of individuals on whom information is maintained are adequately described?	<input type="checkbox"/>	<input type="checkbox"/>

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System of Records Sections		YES	NO
NOTE: If the categories of individuals are being expanded, a major alteration may be required.			
Comments:			
<p>Categories of records in the system: This section should contain a description of the types of individually identified information which are maintained in the system, e.g., Social Security Number (SSN), date of birth, patient medical history, loan applications, curriculum vitae, laboratory test results, etc.</p> <p>NOTE: The Office of Management and Budget (OMB) Memorandum 07-16, <i>Safeguarding Against and Responding to the Breach of Personally Identifiable Information</i> (May 22, 2007) has directed agencies throughout the federal government to eliminate unnecessary collection and use of Social Security Numbers.) (http://www.whitehouse.gov/omb/memoranda/fy/2007/m07-16.pdf)</p>	Are all categories of records maintained in the system adequately described?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
<p>Authority for maintenance of the system: This section should state the specific legal authority (citation and descriptive title) for maintenance of the system. <u>Statute</u>, <u>Executive Order of the President</u>, or agency regulations may be cited as the authority for maintenance of the system.</p>	Does this section cite the proper legal authority for maintenance of the system?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
<p>Purpose(s): This section states the purpose(s) for which the system of records was established and uses of the information which are internal to the Department.</p>	Is the information in this section is correct as currently stated?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
<p>Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This section should list each routine use of the information outside the Department which is authorized for records in the system. Each individual routine use should identify the third party, to whom disclosure is authorized, the type of information to be disclosed and the purpose for the disclosure.</p>	<p>Does this notice require the notification breach routine use language?</p> <p>Is each routine use statement needed and does the wording conform to current guidance?</p>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Disclosure to consumer reporting agencies: (Entry is optional)			
Comments:			

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System of Records Sections		YES	NO
Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:			
<p>Storage: This section should describe the media in which the records are stored, e.g., file folders, file cabinets, disks, magnetic tapes, etc.</p> <p>NOTE: Changes that alter the computer environment (such as, changes to equipment configuration, software, or procedures) so as to create the potential for greater or easier access; or the addition of an on-line capability to a previously batch-oriented system is an alteration.</p>	Does this section adequately describe how all records in the system are currently stored?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
<p>Retrievability: This section should state how individual records are retrieved from the system, e.g., by name or SSN or other personal identifier.</p>	Does this section correctly state how records are retrieved from the system?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
<p>Safeguards: This section should describe all measures currently in place to minimize the risk of unauthorized access to or disclosure of records in the system, reflecting the most recent risk analysis. It should also identify the categories of employees who are authorized to have access to the records.</p>	Does this section adequately describe all safeguards which are applicable to records in the system, including the categories of employees who have access to the records?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
<p>Retention and disposal: State the length of time records are maintained by the Component in an active status, when they are transferred to a Federal Records Center, how long they are kept at the Federal Records Center, and when they are transferred to the National Archives or destroyed. If records are eventually to be destroyed, state the method of destruction (e.g., shredding, burning, pulping, etc.). Do not cite the Component disposition schedule regulation.</p> <p>If your Agency has sent for NARA approval of the disposition scheduled, we can use the following until the Agency does get an approved disposition.</p> <p><i>Disposition pending (treat records as permanent until the National Archives and Records Administration has approved the retention and disposition schedule).</i></p>	Does this section accurately state the retention period and means of disposal of records in the system?	<input type="checkbox"/>	<input type="checkbox"/>

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System of Records Sections		YES	NO
Comments:			
System manager(s) and address: This section should state the title and current address (include nine digit zip code) of the agency official who is responsible for the system's policies and practices. Do not provide an individual's name.	Is the information for the system manager correct as currently indicated?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Notification procedure: Describe how an individual can determine if a record in the system of records pertains to them. Provide the title and complete mailing address of the official to whom the request must be directed; the information the individual must provide in order for the Component to respond to the request; and a description of any proof of identify required. Entry will read as follows "Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the. . . Requests should contain individual's. . ."	Does this section provide complete instructions and the address is current?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Record access procedures: Describe how an individual can review the record and/or obtain a copy of it. Provide the title and complete mailing address of the official to whom the request for access must be directed; the information the individual must provide in order for the Component to respond to the request; and a description of any proof of identity required. Entry will read as follows "Individuals seeking access to information about themselves contained in this system of records should address written inquiries to . . . Requests should contain individual's. . ." If personal visits can be made to access the record, indicate where, when and how, and if any identification is required.	Does this section provide complete instructions and the address is current?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Contesting record procedures: This entry should read the same for all your Component notices. Ensure that it reads the same as published in previous notices.	Is this section current and up to date and include the Component's CFR?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

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System of Records Sections		YES	NO
Record source categories: Describe where the Component obtained the information (source documents and other agencies) maintained in the system. Describe the record sources in general terms.	Does this section describe where the information is collected from in this system?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Exemptions claimed for the system: If no exemption has been established for the system, indicate "None". If any exemption rule has been established, state under which provision(s) of the Privacy Act it was established. Also state that an exemption rule has been promulgated in accordance with the requirements of 5 U.S.C. 553(b)(1), (2), and (3), (c) and (e).	If exemptions are being claimed for this system did your Office of General Counsel review and approve the exemptions?	<input type="checkbox"/>	<input type="checkbox"/>

These elements come from the Federal Register Document Drafting Handbook

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Example of Addition (New SORN)

DoD Component provides the SORN ID and title.

DEPARTMENT OF DEFENSE
Department of the Army
Narrative Statement on a New System of Records
Under the Privacy Act of 1974

This is required wording.

1. System identifier and name: A0600-63 G3/5/7, entitled "Soldier Fitness Tracker System."

2. Responsible official: Title, Name, HQDA, Information Management Support Center, The Army Building, 2530 Crystal Drive, Arlington, VA 22202-0400, (703) 123-4567.

3. Purpose of establishing the system: The Department of the Army proposing to establish a new system of records that will be used to systematically collect, analyze, interpret, and report on a standardized, population based data for the purposes of self assessing, characterizing, and developing individualized profiles to guide individuals through structured self development training modules with the goal of improving mental and physical well-being, coping and strategies. The Comprehensive Soldier Fitness Program, which operates the Soldier Fitness Tracker System, routinely advises leadership of trends and anomalies in the Comprehensive Soldier Fitness Leader's Monthly Summary Report. Summarized unit level reports will be disseminated via the Leader's Decision Support Dashboard to military leaders.

Always start this section with this statement.

4. Authority for the maintenance of the system:
5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 3013, Secretary of the Army; DoD Instruction 1100.13, Surveys of DoD Personnel; DoD Directive 6490.2, Comprehensive Health Surveillance; DoD Directive 6490.3, Deployment Health; DoD Directive 1404.10, Civilian Expeditionary Workforce; AR 600-63, The Army Health Program and E.O. 9397 (SSN), as amended.

5. Probable or potential effects on the privacy of individuals:
None.

6. Is the system, in whole or in part, being maintained by a contractor? Yes

7. Steps taken to minimize risk of unauthorized access:
Electronically and optically stored records are maintained in 'fail-safe' system software with password-protected access. Records are accessible only to authorized persons with a need-to-know who are properly screened, cleared, and trained. The system will maintain 128-bit data encryption, role based access, Common Access Card access, and authentication through the Army Knowledge Online Portal through secure socket protocols.

8. Routine use compatibility:

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Any release of information contained in this system of records outside of the DOD will be compatible with purposes for which the information is collected and maintained. The DOD "Blanket Routine Uses" apply to this system of records.

9. OMB information collection requirements: N/A

10. Supporting documentation: None.

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Example of Addition (New SORN)

A0600-63 G3/5/7

System name:
Soldier Fitness Tracker System



This is how the new SORN will look published in the FR.

System location:
HQDA, Information Management Support Center, The Army Building,
2530 Crystal Drive, Arlington, VA 22202-0400.

Categories of individuals covered by the system:
Current Army military personnel (Active Duty, Reserve, and National Guard), family members of Army service members, and Army civilian employees.

Categories of records in the system:
The Soldier Fitness Tracker System contains up-to-date and historical data related to family, emotional, spiritual, social, and physical fitness. It will include names, Social Security Numbers (SSN), dates of birth, gender, race, ethnic category, rank/grade, service, service component, occupation, education level, marital status, dependent quantities, home and unit location data including 5 digit zip codes, and various other information elements. In addition, the system will contain data on periodic and deployment health appraisal information and historical data on personnel and deployments. It includes medical encounter information including periodic health and wellness survey information, readiness status information, and longitudinal demographic and occupational information, assignment and deployment information, and results of aptitude tests. It also includes information related to enrollment and completion of programs to improve employee physical and mental functioning.

Authority for maintenance of the system:
5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 3013, Secretary of the Army; DoD Instruction 1100.13, Surveys of DoD Personnel; DoD Directive 6490.2, Comprehensive Health Surveillance; DoD Directive 6490.3, Deployment Health; DoD Directive 1404.10, Civilian Expeditionary Workforce; AR 600-63, The Army Health Program and E.O. 9397 (SSN), as amended.

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Purpose(s) :

The Soldier Fitness Tracker System supports a systematic collection, analysis, interpretation, and reporting of standardized, population based data for the purposes of self assessing, characterizing, and developing individualized profiles to guide individuals through structured self development training modules with the goal of improving mental and physical well-being, coping skills and strategies. The Comprehensive Soldier Fitness Program, which operates the Soldier Fitness Tracker System, routinely advises leadership of trends and anomalies in the Comprehensive Soldier Fitness Leader's Monthly Summary Report. Summarized unit level reports will be disseminated via the Leader's Decision Support Dashboard to military leaders.

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

Note: This system of records contains Personal Identifiable Information. The DoD Health Information Privacy Regulation (DoD 6025.18-R) issued pursuant to the Health Insurance Portability and Accountability Act of 1996, applies to most such health information. DoD 6025.18-R may place additional procedural requirements on the uses and disclosures of such information beyond those found in the Privacy Act of 1974 or mentioned in this system of records notice.

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

Storage:

Electronic storage media.

Retrievability:

By individual Social Security Number (SSN), Service Number, and name.

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Safeguards:

Electronic records are maintained within secured buildings in areas accessible only to persons having official need to know, and who are properly trained and screened. In addition, the system will be a controlled system with passwords, and Common Access Card (CAC) governing access to data.

Retention and disposal:

Records are destroyed when no longer needed for reference and/or for conducting business. Records are destroyed by erasing.

System manager(s) and address:

Program Manager, Soldier Fitness Tracker System, HQDA, Army Main Building, 2530 Crystal Drive, Arlington, VA 22202-0400.

Notification procedure:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the HQDA, Director, Army Main Building, 2530 Crystal Drive, Arlington, VA 22202-0400.

For verification purposes, individual should provide their full name, Social Security Number (SSN), any details, which may assist in locating records, and their signature. 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 State 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)'

Record access procedures:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the HQDA, Director, Army Main Building, 2530 Crystal Drive, Arlington, VA 22202-0400.

For verification purposes, individual should provide their full name, Social Security Number, any details, which may assist in locating records, and their signature. **In addition, the**

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requester must provide a notarized statement or declaration made in accordance with 28 U.S.C. following format:

Text highlighted is appropriate language if notarized documentation is required from individuals seeking information from the system.

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 Army's rules for accessing 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. Denial to amend records in this system can be made only by the Deputy Chief of Staff for Personnel in coordination with the Director of Comprehensive Soldier Fitness.

Record source categories:

From personnel, healthcare, training, and financial information systems. From individuals by interview and health assessment surveys. From abstracts of medical records and results of tests.

Exemptions claimed for the system:

None.

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Example of Alteration to Existing SORN

DoD Component provides the SORN ID and title.

DEPARTMENT OF DEFENSE
Office of the Secretary
Narrative Statement on an Altered System of Records
Under the Privacy Act of 1974

This is required wording.

1. System identifier and name: M05420-2, entitled "Marine Corps Aircrew Performance Qualification Records."

2. Responsible official: Title, Name, Headquarters, Marine Corps Aviation Support Branch (ASM), United States Marine Corps, 3000 Pentagon, Room XXXX, Washington, DC 20380-3000.

Tell us what is being altered in the notice.

3. Nature of the changes proposed for the system: The U.S. Marine Corps is proposing to alter the existing systems of records for Marine Corps aeronautically designated personnel by expanding the category of individuals, category of records and updating other categories.

This is required wording for alterations in this section.

Authority for maintenance of the system: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, U.S. Marine Corps; OPNAVINST 3710.7T NATOPS, General Flight and Operating Instructions and E.O 9397(SSN).

5. Probable or potential effects on the privacy of individuals: None.

6. Is the system, in whole or in part, being maintained by a contractor? No.

7. Steps taken to minimize risk of unauthorized access: Records are maintained in a controlled facility. Physical entry is restricted by the use of locks, guards, and is accessible by authorized personnel. Access to records is limited to person(s) responsible for servicing the record in the performance of their official duties and who are properly screened and cleared for need-to-know. System software uses Primary Key Infrastructure (PKI)/Common Access Card (CAC) authentication to lock out unauthorized access. System software contains authorization/permission partitioning to limit access to appropriate organization level.

8. Routine use compatibility: Any release of information contained in this system of records outside the DoD will be compatible with purposes for which the information is collected and maintained. The DoD "Blanket Routine Uses" apply to this system of records.

9. OMB information collection requirements: None.

10. Supporting documentation: None.

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Example of Alteration to Existing SORN

MAA00002

System name:
Marine Corps Aircrew Performance/Qualification Information (May 11, 1999, 64 FR 25299).

Include the current Federal Register citation where changes are being requested.

* * * * *

Changes:

Start with this wording and tell us what changes are being made to each category in the SORN.

Begin each change to a category with "Delete entry and replace with "...". Use quotes.

Change System ID to read "M05426 2."

System Name:
Delete entry and replace with "Marine Corps Aircrew Performance Qualification Records."

System location:
Delete entry and replace with "The Commandant of the Marine Corps, Headquarters, United States Marine Corps, Aviation Department, Washington, DC 20380-1775."

Categories of individuals covered by the system:
Delete entry and replace with "Marine Corps aeronautically designated personnel (Naval Aviators, Naval Flight Officers and aircrew members)."

Categories of records in system:
Delete entry and replace with "Applicant's full name, Social Security Number (SSN), information on medical qualification, flight pay, Flight Status Selection Board (FSSB)/Field Flight Performance Board (FFPB) correspondence and personal/career information for applicants to various selection boards managed by Headquarters, Marine Corps Aviation Manpower (ASM)."

Authority for maintenance of the system:
Delete entry and replace with "10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, U.S. Marine Corps; OPNAVINST 3710.7T NATOPS, General Flight and Operations Instructions and E.O 9397 (SSN), as amended."

If there are no changes to a category use asterisks with spaces in between them.

* * * * *

Delete entry and replace with "Routine records maintained in the system, including categories of users and the purpose of such uses:"

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In addition to the disclosure 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 DoD 'Blanket Routine Uses' published at the beginning of the Marine Corps' compilation of systems of records notices apply to this system."

Storage:

Delete entry and replace with "Paper records and/or electronic storage media."

Retrievability:

Delete entry and replace with "Alphabetically by last name."

Safeguards:

Delete entry and replace with "Physical entry is restricted by the use of locks, guards, and is accessible by authorized personnel. Access to records is limited to person(s) responsible for servicing the record in the performance of their official duties and who are properly screened and cleared for need-to-know. System software uses Primary Key Infrastructure (PKI)/Common Access Card (CAC) authentication to lock out unauthorized access. System software contains authorization/permission partitioning to limit access to appropriate organization level."

Retention and disposal:

Delete entry and replace with "Files are permanent. Five years after any decision or board action, file is retired to the Federal Records Center."

System manager(s) and address:

Delete entry and replace with "The Commandant of the Marine Corps, Headquarters, Marine Corps Aviation Support Branch (ASM), United States Marine Corps, 3000 Pentagon, Room XXXX, Washington, DC 20380-3000."

Notification procedures:

Delete entry and replace with "Individuals seeking access to information about themselves contained in this system should address written inquiries to Headquarters, Marine Corps Administrative Support Branch (AAB), 3000 Marine Corps Pentagon, Room XXXX, Washington, DC 20380-3000."

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The request should contain the full name, Social Security Number (SSN) and signature."

Record access procedures:

Delete entry and replace with "Individuals seeking access to information about themselves contained in this system should address written inquiries to Headquarters, Marine Corps Administrative Support Branch (AAB), 3000 Marine Corps Pentagon, Room XXXX, Washington, DC 20380-3000.

The request should contain the full name, Social Security Number (SSN) and signature."

Contesting record procedures:

Delete entry and replace with "The USMC rules for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5E; 32 CFR part 701; or may be obtained from the system manager, Headquarters Marine Corps Administrative Support Branch (AAB), 3000 Marine Corps Pentagon, Room XXXX, Washington, DC 20380-3000."

* * * * *

M05420-2

Incorporate changes listed above into the notice as it will publish in the Federal Register.

System name:

Marine Corps Aircrew Performance Qualification Records.

System location:

The Commandant of the Marine Corps, Headquarters, United States Marine Corps, Aviation Department, Washington, DC 20380-1775.

Categories of individuals covered by the system:

Marine Corps aeronautically designated personnel (Naval Aviators, Naval Flight Officers, and aircrew members).

Categories of records in the system:

Applicant's full name, Social Security Number (SSN); information on medical qualification, flight pay, FSSB/FPPB correspondence and personal/career information for applicants to various selection boards managed by Headquarters, Marine Corps Aviation Manpower (ASM).

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Authority for maintenance of the system:

10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, U.S. Marine Corps; OPNAVINST 3710.7T NATOPS, General Flight and Operating Instructions and E.O 9397(SSN), as amended.

Purpose(s):

To maintain records on Marine Corps aeronautically designated personnel for use by Officials and employees of the Marine Corps in the administration and management of such personnel.

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

In addition to the disclosure 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 DoD 'Blanket Routine Uses' published at the beginning of the Marine Corps' compilation of systems of records notices apply to this system.

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

Storage:

Paper records and/or electronic storage media.

Retrievability:

Alphabetically by last name.

Safeguards:

Physical entry is restricted by the use of locks, guards, and is accessible by authorized personnel. Access to records is limited to person(s) responsible for servicing the record in the performance of their official duties and who are properly screened and cleared for need-to-know. System software uses Primary Key Infrastructure (PKI)/Common Access Card (CAC) authentication to lock out unauthorized access. System software contains authorization/permission partitioning to limit access to appropriate organization level.

Retention and disposal:

Files are permanent. Five years after any decision or board action, file is retired to the Federal Records Center.

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System manager(s) and address:

The Commandant of the Marine Corps, Headquarters, Marine Corps Aviation Support Branch (ASM), United States Marine Corps, 3000 Pentagon, Room XXXX, Washington, DC 20380-3000.

Notification procedure:

Individuals seeking access to information about themselves contained in this system should address written inquiries to Headquarters, Marine Corps Administrative Support Branch (AAB), 3000 Marine Corps Pentagon, Room XXXX, Washington, DC 20380-3000.

The request should contain the full name, Social Security Number (SSN) and signature.

Record access procedures:

Individuals seeking access to information about themselves contained in this system should address written inquiries to Headquarters, Marine Corps Administrative Support Branch (AAB), 3000 Marine Corps Pentagon, Room XXXXX, Washington, DC 20380-3000.

The request should contain the full name, Social Security Number (SSN) and signature.

Contesting record procedures:

The USMC rules for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5E; 32 CFR part 701; or may be obtained from the system manager, Headquarters Marine Corps Administrative Support Branch (AAB), 3000 Marine Corps Pentagon, Room XXXX, Washington, DC 20380-3000.

Record source categories:

Information is obtained from Official reports, boards, inquiries and requests. Information is also obtained from the review of Naval Aviator/Naval Flight Officer Reporting Management System data.

Exemptions claimed for the system:

None.

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Example of an Amendment

F036 USAFA K

System Name:

Admissions Records (July 7, 2008, 73 FR 38409)

Include the current Federal Register citation where changes are being requested.

Changes:

Start with this wording and tell us what changes are being made to each category in the SORN.

* * * * *

Retention and disposal:

Delete entry and replace with "Records on candidates who are not appointed are destroyed at the end of the admission cycle. Liaison Officers' records are destroyed upon separation or reassignment. Records are destroyed by tearing into pieces, shredding, pulping, macerating or burning. Computer records are destroyed by overwriting or degaussing.

Begin each change to a category with "Delete entry and replace with "...". Use quotes around the language that will change.

Records on candidates who are appointed are destroyed at the end of the admissions cycle. Liaison Officers' records are destroyed upon separation or reassignment. Preparatory school records are destroyed when no longer needed. Records are destroyed by tearing into pieces, shredding, pulping, macerating or burning. Computer records are destroyed by overwriting or degaussing."

System manager(s) and address:

Delete entry and replace with "Directorate of Admissions, Information Technology Branch (RROI), USAF Academy, CO 80840-5651."

Notification procedure:

Delete entry and replace with "Individuals seeking to determine whether this system of records contains information on themselves should address written inquiries to or visit the Directorate of Admissions, Information Technology Branch (RROI), USAF Academy, CO 80840-5651.

Written request should include full name, Social Security Number (SSN), and signed request.

Visiting persons must properly establish their identity to the satisfaction of the Director of Admissions."

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Record access procedures:

Delete entry and replace with "Individuals seeking access to records about themselves contained in this system should address written requests to or visit the Directorate of Admissions, Information Technology Branch (RROI) USAF Academy, 5651.

If there are no changes to a category use asterisks with spaces in between them.

Written request should include full name, SSN, and signed request.

Visiting persons must properly establish their identity to the satisfaction of the Director of Admissions."

* * * * *

Incorporate changes listed above into the notice as it will publish in the Federal Register.

F036 USAFA K

System name:

Admissions Records

System location:

United States Air Force Academy (USAF Academy), CO 80840-5000.

Categories of individuals covered by the system:

Air Force Academy applicants, nominees, appointees, cadets, and Air Force Reserve officers not on active duty.

Categories of records in the system:

Data used in the candidate selection process for the U.S. Air Force Academy: High school records; admissions test scores; candidate fitness scores; high school extracurricular activities; medical qualification status; personal data records; Liaison Officer evaluations; teacher evaluations; drug abuse certificates; letters of recommendation; address; phone number; Social Security Number(SSN); race; height; weight; citizenship; military parents; candidate writing sample; nomination; preparatory school or college record, if applicable; pre-candidate questionnaires; pertinent information on assigned Liaison Officers; general correspondence; selection data on new classes; medical qualification at entry; candidate high school class rank and class size.

Authority for maintenance of the system:

10 U.S.C. 8013, Secretary of the Air Force; 10 U.S.C. 9331, Establishment; Superintendent; faculty; and E.O. 9397 (SSN), as amended.

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Purpose(s) :

Used by Admissions Office, selection panels, Academy Board, Athletic Department and Preparatory School personnel for selection of cadets to attend the Preparatory School and the USAF Academy; to evaluate candidates for recommendation for civilian preparatory school scholarships, and to form the nucleus of the cadet record for candidates selected to attend the Academy.

Used by Admissions Office to prepare evaluations of candidate's potential for submission to members of Congress and to schedule for medical examinations. Used to monitor training of Liaison Officers.

Used to advise persons interested in the Academy of the name, address, and telephone number of their nearest Liaison Officer. To advise persons interested in the Academy of the name, address, and telephone number of their nearest Liaison Officer.

Used to evaluate selection procedures of USAF Academy cadets, to assure that criteria for entering cadets met and to procure various biographical information on incoming cadets for press releases.

Used by Air Force Reserve Officer Training Corps (AFROTC) for possible AFROTC scholarship participation.

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

Information may be disclosed to members of Congress in connection with nominations and appointments. Names, addresses, and telephone numbers of Liaison Officers may be disclosed to individuals interested in the Academy.

Biographical information on incoming cadets may be used for press releases.

The DoD 'Blanket Routine Uses' published at the beginning of the Air Force's compilation of systems of records notices apply to this system.

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

Storage:

Paper in file folders and electronic storage media.

Retrievability:

Retrieved by name and/or Social Security Number (SSN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties and by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked rooms and cabinets. Those in computer storage devices are protected by computer system software.

Retention and disposal:

Records on candidates who are not appointed are destroyed at the end of the admission cycle. Liaison Officers' records are destroyed upon separation or reassignment. Records are destroyed by tearing into pieces, shredding, pulping, macerating or burning. Computer records are destroyed by overwriting or degaussing.

Records on candidates who are appointed are destroyed after at the end of the admissions cycle. Liaison Officers' records are destroyed upon separation or reassignment. Preparatory school records are destroyed when no longer needed. Records are destroyed by tearing into pieces, shredding, pulping, macerating or burning. Computer records are destroyed by overwriting or degaussing.

System manager(s) and address:

Directorate of Admissions, Information Technology Branch (RROI),
USAF Academy, CO 80840-5651.

Notification procedure:

Individuals seeking to determine whether this system of records contains information on themselves should address written inquiries to or visit the Directorate of Admissions, Information Technology Branch (RROI), USAF Academy, CO 80840-5651.

Written request should include full name, Social Security Number (SSN), and signed request.

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Visiting persons must properly establish their identity to the satisfaction of the Director of Admissions.

Record access procedures:

Individuals seeking access to records about themselves contained in this system should address written requests to or visit the Directorate of Admissions, Information Technology Branch (RROI) USAF Academy, CO 80840-5651.

Written request should include full name, Social Security Number (SSN), and signed request.

Visiting persons must properly establish their identity to the satisfaction of the Director of Admissions.

Contesting record procedures:

The Air Force rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Air Force Instruction 37-132; 32 CFR part 806b; or may be obtained from the system manager.

Record source categories:

Educational institutions; automated system interfaces; the individual; College Entrance Examination Board; American College Testing scores; DoD Medical examinations records; letters of recommendation, members of U.S. Congress and Senate, teachers evaluations, Liaison Officers Evaluations and personnel records.

Exemptions claimed for the system:

Investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for federal civilian employment, military service, federal contracts, or access to classified information may be exempt pursuant to 5 U.S.C. 552a(k)(5), but only to the extent that such material would reveal the identity of a confidential source.

An exemption rule for this record system has been promulgated in accordance with 5 U.S.C. 553(b)(1), (2) and (3) and (e) and published in 32 CFR part 806b. For additional information, contact the system manager.

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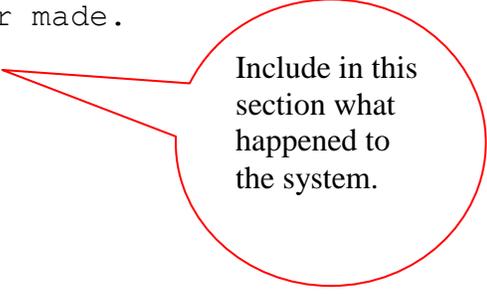
Example of a Deletion

Deletion:

NSLRB 01

The National Security Labor Relations Board (NSLRB) (February 22, 2006, 71FR 9102).

Reason: The Office of the Secretary of Defense never implemented this portion of the National Security Personnel System (NSPS) and no collection of records was ever made.



Include in this section what happened to the system.

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**SORN Quick Reference
Processing and Review Notes**

	Comments
Acronyms	Acronyms must be spelled out. Acronyms should not be used in the System Name.
Addresses	P.O. Boxes cannot be used in any of the locations provided.
Amendment	When doing an amendment keep the current Federal Register (FR) date beside the System Name on the notice in the “change” section. In the section where it shows how the notice will look after it is published, the new FR citation will be added after it is published by DPO.
Authority for maintenance of the system	<ul style="list-style-type: none"> • Titles are required when there is reference to the United States Codes (U.S.C.), e.g. 5 U.S.C. 5726, Storage Expenses, Household Goods and Personal Effects. • E.O. 9397 (SSN), as amended, should be listed last in this section if SSNs are collected in a system. • When using Social Security Numbers capitalize and abbreviate as: Social Security Number (SSN). This should be done all the way through the SORN. • Check all authorities listed to ensure they apply to the SORN being processed and are current.
Data Elements	Make sure the same data elements listed in the notification and record access section are listed in the categories of records, unless they are used for verification purposes only.
Deletions	When submitting request for deletion of a SORN, the reason why it is being deleted and what happened to the system must be included.
Blanket Routine Uses	<p>In addition to those disclosures generally permitted under 5 U.S.C. 552a (b) of the Privacy Act of 1974, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a (b)(3) as follows:</p> <p>The DoD `Blanket Routine Uses' published at the beginning of the XXXX compilation of systems of records notices apply to this system.</p>
Forms	If possible, forms should not be listed in the category of records, instead the data

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	Comments
	elements collected from the form.
Format of Submission to DPO	All submission must be in Courier New 12 font and have one inch (1”) margins throughout the whole document.
No Changes to SORN Section	If there are no changes to a category there should be five asterisks in that section as a place holder. A space goes between each star. EX: * * * * *
Minor Changes	Minor changes can be made in the body of the SORN, it does not have to be included as part of an amendment or alteration. EX: If there are minor changes made to the routine use section, e.g., you change Privacy Act to Privacy Act of 1974.
National Security Systems	If PII is retrieved from these systems a SORN is required, but not a PIA. However, exemptions will/may apply that refer to disclosures to individuals.
Notification & Access procedure	<p>After September 11, 2001 visits to designated locations listed in this section are no longer allowed. It must be removed. There may be exceptions where visits to obtain information is allowed. You must verify this with the DoD Component.</p> <p>If name, telephone number and address are not collected in the “categories of records, but requested in this section verify that the information is only requested to verify requestors seeking information on themselves in that system and the information is not maintained. If this is the case, there is no need to include the additional data elements in the categories of records.</p> <p>If telephone number is only used to confirm information in the notification and access process section of the SORN, it does not have to be included in the categories or records.</p>
Purged SORNs	When reviewing SORNs that may possibly be purged into one take the following into consideration: Categories of individuals, categories of records, purpose, retention and disposal.
Purpose	The following is a standard blurb that can be used if the records collected are used for such: “Also used as a management tool for statistical analysis, tracking, reporting, evaluating program effectiveness and conducting research.”
Retention & Disposal	<p>DoD Components must state how records will be destroyed.</p> <p>Standard language that can be used in this section by DoD Components:</p> <p>Retention and disposal:</p>

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	Comments
	<p>“Disposition pending (until the National Archives and Records Administration approves retention and disposal schedule, records will be treated as permanent).”</p> <p>Note: Defense Logistics Agency records management has no information on how records are destroyed for that agency. This is the only exception.</p>
Record Source Category	Check to see if your system may be a “feeder” system into another system of records, it may already be covered by another SORN.
Storage	<p>In this section one of the following sentences is acceptable:</p> <ul style="list-style-type: none"> • Paper file folders and electronic storage media. • Records may be stored on paper and/or electronic storage media. • Maintained in file folders and on electronic storage media. • Paper and/or electronic storage media. <p>Outdated and not acceptable: “Records are maintained on computer tape, and microfiche.”</p>
Titles to SORNs	Refer to DoD 5400.11-R, DoD Privacy Program, C6.3.3.3. Characters in titles should be no more than 55 characters and they should not include acronyms.
Web Site Links in SORNs	<p>Links to the DoD Components web site can not be posted in SORNs. Links in SORNs are not allowed because there is no guarantee the links will be maintained and updated.</p> <p>Option: Inform the DoD Component that they can post a link on their web site to the DPO SORNs.</p>
Wording	Do not use “but not limited to or but not all inclusive” in the SORN, this is too broad.