

Effective 31 August 1991

Office Management

The Army Privacy Program

The original form of this publication was first published on 7 May 1991.

This UPDATE printing publishes a new Change 3, which is effective 31 December 1997. The strikethrough and underscore method is used for the portions of the text that are revised.

For the Commander:

RICHARD L. TETERS, JR.
Colonel, GS
Chief of Staff

Official:

ROGER H. BALABAN
Director, Information Management

Summary. This publication supplements AR 340-21, 5 July 1985.

Applicability. This supplement is applicable to all elements of the United States Army Recruiting Command.

Impact on New Manning System. This supplement does not contain information that affects the New Manning System.

Supplementation. Further supplementation of this regulation is prohibited. This supplement is current until further notice from this headquarters.

Suggested improvements. The proponent agency of this supplement is the Office of the Director of Information Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) di-

rectly to HQ USAREC (RCIM-RMP-AS), Fort Knox, KY 40121-2726.

Distribution. Distribution of this supplement has been made in accordance with USAREC Pam 25-30, distribution B plus. Plus equals 2-HQDA (DAAG-AMP). This supplement is published in the Recruiting Company Operations and Administration UPDATE.

Paragraph 1-2, References

Add subparagraph (5) after subparagraph a(4).

(5) USAREC Suppl 1 to AR 25-55 (The Department of the Army Freedom of Information Act).

Paragraph 1-4, Responsibilities

Add subparagraphs f through h after subparagraph e.

f. Directors and chiefs of special staff offices, Headquarters, United States Army Recruiting Command (HQ USAREC) will:

(1) Supervise privacy programs in their functional areas of responsibility.

~~(2) Designate a privacy coordinator to accomplish the duties outlined in paragraph 1-9. The name, office, and telephone number of the privacy coordinator will be furnished to Information Management Directorate (RCIM-RMP-AS).~~

(3) Forward all Privacy Act requests to Information Management Directorate (RCIM-RMP-AS).

g. Chief, Administrative Services Branch, Information Management Directorate, will supervise privacy programs throughout the command and coordinate all replies to Privacy Act requests.

h. Recruiting brigade (Rctg Bde) commanders, recruiting battalion (Rctg Bn) commanders, and Commander, United States Army Recruiting Support Battalion will:

(1) Supervise and execute privacy programs within their command in accordance with this regulation.

(2) Designate a privacy coordinator to accom-

plish the duties outlined in paragraph 1-9. Privacy coordinators will read and keep abreast of this regulation and AR 25-55 with USAREC Suppl 1 thereto.

(3) The name, office, and telephone number of the privacy coordinator will be furnished to HQ USAREC (RCIM-RMP-AS), Fort Knox, KY 40121-2726.

(4) Maintain detailed accounting of Privacy Act requests utilizing USAREC Fm 679 (Freedom of Information Act and Privacy Act Control Record).

(5) Contact HQ USAREC, Privacy Act Officer at DSN 536-0031 or commercial (502) 626-0031 on receipt of all Privacy Act requests for coordination and reply to the requestor.

Paragraph 1-9, Privacy official

Add subparagraphs c and d after subparagraph b(4).

c. The United States Army Recruiting Command (USAREC) privacy official for matters concerning Privacy Act requirements is the Information Management Directorate, Privacy Act Officer at DSN 536-0031 or commercial (502) 626-0031. All correspondence concerning the Privacy Act which requires action by HQ USAREC will be forwarded to HQ USAREC (RCIM-RMP-AS).

d. USAREC Fm 775 (Privacy Act Information for Desktop) (see fig 1-1) will be placed on desktops to provide awareness and immediate reference to the provisions of the Privacy Act.

(1) USAREC Fm 775 is available through

regular USAREC publications and blank forms channels.

(2) Rctg Bde and Rctg Bn personnel will list their respective privacy coordinator.

(3) USAREC personnel will list the USAREC Privacy Act Officer.

Paragraph 2-1, Access under the Privacy Act
Add subparagraph c after subparagraph b.

c. Requests for access to or amendment of inspector general records. Immediately upon receipt of a request for access to or amendment of inspector general records, the Office of the Inspector General, HQ USAREC, will be notified telephonically (DSN 536-0391 or commercial (502) 626-0391).

Paragraph 2-9, Denial of access

Add the following to subparagraph a:
It is emphasized that no one within this command has authority to deny a request for access to or amendment of records received from the individual to whom the requested record pertains.

Glossary

Add the following terms alphabetically to section I, abbreviations:

HQ USAREC

Headquarters, United States Army Recruiting Command

Rctg Bde

recruiting brigade

*This supplement supersedes USAREC Supplement 1 to AR 340-21, 18 March 1988.

PRIVACY ACT INFORMATION FOR DESKTOP (For use of this form see USAREC Suppl 1 to AR 340-21)	
QUESTION: HOW MAY I respond to an inquiry asking for personal-type information regarding a member of this unit or office without violating the Privacy Act of 1974 (AR 340-21, The Army Privacy Program)?	
ANSWER: The answer to this question is contained in the following paragraphs which have been extracted from AR 340-21.	
<i>AR 340-21, paragraph 3-3b: You may normally release the following items of personal information pertaining to military personnel without an unwarranted invasion of personal privacy, and without violating the Privacy Act of 1974.</i>	
1. Name	7. Future assignments which have been approved
2. Grade	8. Unit or office address and telephone number
3. Date of birth	9. Source of commission (for officer personnel)
4. Date of rank	10. Military and civilian educational levels
5. Salary	11. Promotion sequence number
6. Present and past duty assignments	
CAUTION: DO NOT VOLUNTEER INFORMATION FROM ABOVE LIST WHICH IS NOT SPECIFICALLY REQUESTED.	
(If information in addition to the above is requested, refer the caller to your command or staff Privacy Act Coordinator, or Post Locator for requests involving home address or telephone numbers. DO NOT DIVULGE OTHER ITEMS OF PERSONAL-TYPE INFORMATION BUT DO NOT TAKE IT UPON YOURSELF TO REFUSE OR DENY THE INFORMATION. THERE ARE CHANNELS FOR DENYING SUCH REQUESTS (see AR 25-55). Any request for information under the Freedom of Information Act (FOIA) should be referred to the FOIA Officer.	
<i>AR 340-21, paragraph 3-4a: No disclosure accounting is required for disclosure of the items of personal information enumerated above.</i>	
Questions pertaining to civilian employees of your office should be referred to your Civilian Personnel Office.	
EXTENSION: <u>1234</u>	
WHEN DISCLOSING PERSONAL-TYPE INFORMATION YOU MUST BE AWARE OF THE FOLLOWING:	
All personnel involved in, or responsible for supervision of personnel involved in the custody, maintenance, and use of records containing personal-type information, must be fully aware that it is Department of the Army policy to "protect personal privacy of individuals from unwarranted invasion" and that "criminal prosecution may be brought against individuals for willful unauthorized disclosure of a record or information in a record" (AR 340-21, para 4-9).	
THE NAME OF MY PRIVACY COORDINATOR IS:	
<u>John Jones</u>	
THE TELEPHONE EXTENSION IS:	
<u>0849</u>	
REMEMBER THAT IT IS BETTER TO BE SAFE THAN SORRY	

USAREC Fm 775, Rev 1 Aug 91 (Previous editions are obsolete)

Figure 1-1. Sample of a completed USAREC Fm 775