

DEPARTMENT OF DEFENSE  
[DoD Component]  
Narrative Statement on a [New/Altered] System of Records  
Under the Privacy Act of 1974

1. System identifier and name:
  
2. Responsible official:
  
3. Purpose of establishing the system:
  
4. Authority for the maintenance of the system:
  
5. Probable or potential effects on the privacy of individuals:
  
6. Is the system, in whole or in part, being maintained by a contractor?
  
7. Steps taken to minimize risk of unauthorized access:
  
8. Routine use compatibility:
  
9. OMB information collection requirements:
  
10. Supporting documentation:

DEPARTMENT OF DEFENSE  
[DoD Component]  
Narrative Statement on a [New/Altered] System of Records  
Under the Privacy Act of 1974

1. System identifier and name:

*Provide system identifier and system name.*

2. Responsible official:

*Name, address and telephone number of individual who can best answer questions regarding this system of records.*

3. Purpose of establishing the system:

*This entry should read same as in the notice.*

When submitting an alteration, this entry will read "Nature of the changes proposed for the system:"

An alteration consists of one or more of the following:

1. A significant increase in the number, type, or category of individuals about whom records are maintained.
2. A change that expands the types or categories of information maintained.
3. A change that alters the purpose for which the information is used.
4. A change to equipment configuration (either hardware or software) that creates substantially greater access to the records in the system of records.
5. Addition of an exemption
6. Addition of a routine use.

4. Authority for the maintenance of the system:

*This entry should read the same as in the notice.*

5. Probable or potential effects on the privacy of individuals:

*OMB does not provide any guidance as to what they expect under this entry. However, DPO is looking for any known or perceived adverse effects on the individual by maintaining this information. Typically this entry reads 'None'.*

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

*This entry is either YES or NO. If YES, please ensure that the contract has the necessary FAR clauses (subpart 24.1).*

7. Steps taken to minimize risk of unauthorized access:

*Briefly describe the steps taken to minimize the risk of unauthorized access. Agency must have performed a risk assessment upon establishing a new system of records. Last sentence will read "A risk assessment has been performed and will be made available on request". Make sure that a risk assessment has been performed for all new systems of records. DPO does not collect risk assessments.*

8. Routine use compatibility:

*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.*

*This is an example of the standard blurb. Of course, if the BRUs do not apply, we would not use the last sentence in the standard blurb.*

9. OMB information collection requirements:

*This is required when you are collecting information from the public to be maintained in this system of records. (Contact your DoD Information Management Control Officer if you have any questions <http://www.dtic.mil/whs/directives/infomgt/imd.htm>)*

10. Supporting documentation:

*This is any documentation that would further explain or supports the new or altered notice. Typically this entry would read 'None'.*