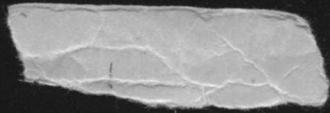


12-11-11



INSPECTOR'S

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JW



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
CAMP LEJEUNE, NORTH CAROLINA 28542

BO 5210.3  
MANP/VFH/sp  
15 Dec 1975

BASE ORDER 5210.3

From: Commanding General  
To: Distribution List

Subj: Privacy Act, implementation of

- Ref:
- (a) 5 U.S.C 552a (Privacy Act of 1974 PL 93-579)
  - (b) SECNAVINST 5211.5
  - (c) SECNAVNOTE 5211 of 10 Nov 1975
  - (d) SECNAVNOTE 5211 of 16 Sep 1975
  - (e) SECNAVINST 5212.5B (Records Disposal Instructions)
  - (f) 13 U.S.C.
  - (g) SECNAVINST 5720.42B
  - (h) Freedom of Information Act (5 U.S.C. 552)
  - (i) MCBul 5210 of 15 Sep 1975 (Forms)
  - (j) BO 5213.11B

- Encl:
- (1) Rules for Conduct and Criminal Liability
  - (2) Log for Recording Reviews of OQR/SRB/CivPers Jackets
  - (3) Privacy Act Request and Response Form (OPNAV 5211/8)
  - (4) Record of Disclosure (NAVJAG 5800/36)
  - (5) Third Party Disclosure (Record Cards)
  - (6) Format for Reporting Access and Disclosure

1. Purpose. To publish information and guidance to all personnel, both military and civilian, for the implementation of the Privacy Act at this command.

2. Action. All personnel will become familiar with this Order and as required respond to those areas applicable to their positions.

3. Background. Reference (a) establishes the right to individual privacy as one protected by the Constitution of the United States. It also provides for safeguarding that privacy in the compilation and use of records pertaining to individuals and grants them access to those records which pertain to them personally. Reference (b) establishes the Department of the Navy policies, rules, procedures and requirements for implementation of reference (a). Reference (c) provides further guidelines to supplement reference (b).

4. Policy and Responsibility

a. Policy. Subject to directives of higher authority, it is the policy of this command to ensure that all personnel at all echelons comply fully with the purposes and requirements of reference (a) for preserving the privacy of information concerning individuals in records held at this command. In furtherance of this policy, only such information as is reasonably necessary to accomplish a purpose or mission required by higher authority will be kept on any individual. Additionally, consideration must be given to the length of time such information is needed. Thus, disposal instructions must be provided for any records collected and maintained which contain and are retrievable by any personal identifying information.

b. Responsibility. Each addressee is responsible for implementing and executing the purposes and requirements of reference (a) within his area of responsibility and in accordance with published instructions from higher authority.

5. Rules of Conduct and Criminal Liability. Enclosure (8) to reference (b) provides the rules of conduct under the Privacy Act which are applicable to all personnel of this command, both military and civilian employees. Particular emphasis should be given to the fact that the Privacy Act provides for criminal sanctions and fines up to \$5000 against officials or employees who: (a) willfully disclose information protected by the Privacy Act to an individual or agency not authorized access to it, and (b) willfully maintain a system of records which are not published in the Federal Register, or (c) receive personal data under false pretenses. Enclosure (8) of reference (b) has been reproduced and is listed as enclosure (1) to this Order.

6. Federal Register Notice of System of Records

a. In line with one of the basic principles of the Privacy Act that there be no records maintained which are kept secret, the Act requires that federal agencies make public the existence and character of personal data systems through annual publication of system notices in the Federal Register. The notices describe the location of each system, the content, purpose and routine uses of the system, and the policies and procedures pertaining to access, storage, retention and disposal of records contained in the system. Reference (d) provided a copy of the Federal Register listing systems of record for the Department of the Navy, which includes systems in use by the Marine Corps. Systems which are not registered or which do not fall under the "umbrellas" listed must be discontinued and cannot be used until they are registered.

b. In this regard, Headquarters Marine Corps has furnished information as to where systems previously registered by this command may be found. There are also many other systems listed which are similar to systems in use by this command and which are authorized for use. Any questions regarding where a system may be found or whether it is authorized for use, should be referred to Assistant Chief of Staff, Manpower (Privacy Act Coordination Center), telephone 2218.

c. To clarify any misgivings of those who collect and maintain information on people, the terms records and systems of records as defined by law are as follows: (1) the term "record" means "any item, collection or grouping of information about an individual that is maintained by an agency, including but not limited to: his education, financial transactions, medical history, and criminal or employment history that contains his name, or other identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or photograph"; (2) a "system of records" is defined as a "group of any records under the control of any agency, from which information is retrieved by the name of the individual or by some identifying number, symbol or other identifying particular assigned to the individual".

d. If any segment of this command collects any personal information on any individual, that segment is responsible for assuring the system is registered and authorized for use, or the system will immediately be discontinued until it is published in the Register. Reference (b) provides guidance on getting the system registered. All submissions from Marine Corps Base will be submitted from the Commanding General to the Commandant of the Marine Corps for inclusion in the Register. All lower echelons of command and other segments of Marine Corps Base will furnish the necessary information to the Commanding General, Marine Corps Base (Attention Privacy Act Coordinator) for further submission to Commandant of the Marine Corps (Enclosure (2) to reference (b) applies).

7. Safeguarding of Information. The Act also requires that personal information collected on an individual must be safeguarded. Thus, those who use or set up a system of records which contain personal information about another individual, are responsible for safeguarding that information and for assuring that, other than the individual himself, only those who have a need to know in their official capacity, have access to that information. They are also responsible for proper disposal of the records when no longer required. Reference (e) provides appropriate instructions for retention and disposal of records. Personal information, which could be used for a purpose other than that for which collected,

should not be indiscriminately deposited in a waste basket, but should be destroyed by shredding or burning.

8. Exemptions. The Privacy Act authorized two types of exemptions from certain provisions of the Act. These exemptions, general and specific, are published in the Federal Register and in enclosure (1) to reference (b).

a. General Exemptions. To qualify for a general exemption, the system of records must be maintained by an activity which performs as its principal function any activity pertaining to the enforcement of criminal laws, including police efforts to prevent, control, or reduce crime or to apprehend criminals, and the activities of prosecutors, courts and correctional, probation, pardon or parole authorities. Additionally, to qualify, a system of records must consist of:

(1) Information compiled for the purpose of identifying individual criminal offenders and alleged offenders, and containing only identifying data and notations of arrests, the nature and disposition of criminal charges, sentencing, confinement, release and parole and probation status;

(2) Information compiled for the purpose of a criminal investigation, including reports of informants and investigators, and associated with an identifiable individual; or

(3) Reports identifiable to an individual, compiled at any stage of the process of enforcement of the criminal laws from arrest or indictment, through release from supervision.

b. Effects of a General Exemption. The designation of a system of records for a general exemption may exempt a system of records from some or all of the following provisions of reference (a): subsections (c)(3) and (4), (d), (e)(2) and (3), (e)(4)(G) through (I), (e)(5), (e)(8), (f), and (g). The subsections include the provisions for providing individuals with notification and access, accounts of disclosure, the right to request amendment and to file statements of dispute, and civil remedies against the agency under reference (a).

c. Specific Exemptions. To qualify for a specific exemption, a system of records must be one or more of the following:

(1) National security information properly classified in accordance with published directives;

(2) Investigative records compiled for law enforcement purposes, other than material covered under a general exemption; however, an individual shall be provided access to records which have been used to deny him a right, benefit, or privilege, unless such access would reveal a confidential source, as set forth in subparagraph 1ld of reference (b);

(3) Records maintained in connection with providing protective services to the President of the United States or other individuals protected pursuant to Title 18 U.S.C. 3056;

(4) Records used only for statistical, research, or other evaluation purposes, and which are not used to make decisions on the rights, benefits, or privileges of individuals, except as permitted by reference (f).

(5) Investigative records compiled solely for the purpose of determining suitability, eligibility, or qualifications for federal civilian employment, military service, federal contracts, or access to classified information, but only to the extent that providing an individual with access to such records would reveal the identity of a confidential source, as set forth in subparagraph 1ld of reference (b);

(6) Test or examination material used solely to determine individual qualifications for appointment or promotion in the federal service, the disclosure of which would compromise the objectivity or fairness of the testing or examination process:

(7) Evaluation records used for determining potential for promotion in the armed services, but only to the extent that providing an individual with access to such records would reveal the identity of a confidential source as set forth in subparagraph 1ld of reference (b).

d. Effect of a Specific Exemption. The designation of a system of records for a specific exemption may exempt a system of records from some or all of the following provisions of reference (a): subsections (c)(3), (d), (e)(1), (e)(4)(G) through (I), and (f). These subsections include provisions for providing individuals with access and notification, accounting of disclosures, and the right to request amendment and file statements of dispute.

## 9. Access to Records

a. References (a) and (b) provide that individuals must be allowed access to records about themselves, except where a specific exemption has been approved by the Secretary of the

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Navy. Persons seeking access to records about themselves may inspect the record, copy it or be furnished a copy and may request correction of the record when it is in error. In addition, they may designate another person to accompany them when inspecting the record. If they choose to have another person accompany them to review their record, they must furnish written authorization for discussion of the record in the accompanying person's presence. Extreme care must be taken so that another individual's record is not inadvertently disclosed.

b. To protect the personal privacy of other individuals who may be identified in a record, an extract shall be prepared, deleting that information pertaining to another individual and also any other information not releasable under reference (g) or that information which is exempt under the Privacy Act.

c. Reference (b), subparagraph 6b(7) provides information on the release of medical information to individuals when a physician determines that such release would be detrimental to the individual.

d. Routine requests from military personnel stationed at Marine Corps Base, Camp Lejeune for access by an individual to his/her SRB/OQR will be honored at the reporting unit level of command. Of necessity, items of information in the MMS are periodically audited and require the presence of the individual to assure accuracy of information. In addition, Marines are encouraged to view their SRB/OQR periodically so they are aware of what their record contains. Access to these records need not be requested in writing, but will be made a matter of record at that time. Enclosure (2) is the format to be utilized when recording this information.

e. All other requests for notification, access or amendment to records held by this command should be in writing and addressed to the Commanding General, Marine Corps Base, Camp Lejeune, North Carolina 28542 (Attention: Privacy Act Coordinator). Requests must provide sufficient information as to the identity of the requestor and the individual about whom the information is requested and should be specific about the record from which the information is requested, so it can be clearly identified within a system of records. Blanket requests for all information on an individual will not be honored. Requests for access will be acknowledged within ten working days of receipt and access provided within 30 days. Once access is approved, the record should be furnished in a form which is comprehensible to the individual. Enclosure (3) may be used for requesting information.

f. Commanders and those in charge are reminded that because they are the users of information from another system, they do not necessarily have authority to grant information from that system. For example, although you may receive a copy of an NIS investigation report in your official capacity, access to information in that system cannot be granted by you. It must be referred to the NIS Office.

10. Correction of Records. An individual has a right to request amendment to his/her record if he/she believes the information to be in error. This must be done in writing with proper justification being provided showing the record to be in error. The Systems Manager does not have to agree, but should correction of the record be denied, the decision is appealable. Further information on procedures in this regard is provided by reference (b).

11. Denial Authority

a. Reference (b) delegated authority to the Commanding General, Marine Corps Base; Camp Lejeune, North Carolina to deny requests for notification, access and amendment to records when such records relate to matters within his areas of responsibility. This authority is not further delegated.

b. There are occasions when denial is appropriate, but only the Commanding General has the authority to do so. If there is a need to deny an individual access to information about himself/herself now contained in a system of records utilized by Marine Corps Base, the Systems Manager will refer the request to the Commanding General giving complete justification for the denial recommendation.

12. Disclosure. Personal information about an individual which is not considered to be public information releasable under the Freedom of Information Act (references (g) and (h)) will not be disclosed to a third party unless there is substantiating written documentation from the individual which authorizes release of information concerning him to a third party. Strict controls must be maintained to satisfy this requirement of the Act. Therefore, responses to inquiries from sources outside of the Department of Defense about Marine Corps Base personnel, will be forwarded for release at Base Headquarters. There are however, certain conditions under which disclosure can be made and prior approval of the individual concerned is not required. They are:

a. To officials and employees of the Department of the Navy and other components of the Department of Defense who need to know the information requested in the performance of

their official duties. This does not provide for automatic release of personal data to all officials and employees. There must be a specified need for the information requested in the performance of the official duties of the person requesting it. Only the data necessary for such purpose should be furnished. Computer listings should be limited to only those data elements necessary for the official purposes for which they are to be used. Caution is necessary whenever requests for information are received by telephone. Unless you can clearly identify the caller as an official or employee of the Department of Defense or any of its components, do not provide the information over the telephone; ask that the request be made in writing. If there appears to be some urgency in the need for the information to be provided, request the name, title, organization and telephone number of the caller and tell him/her that you will call back. This gives you a chance to check the legitimacy of the call.

b. To the general public only as required or permitted under the Freedom of Information Act. Examples of information pertaining to military personnel which is considered public information and releasable under the Freedom of Information Act are: name, rank, duty status, base pay, present and past duty stations, duty station address, finalized future duty station, office phone number, source of commission, military and civilian education level and promotion sequence numbers. Releasable information on civilian employees includes name, grade, duty station, date of employment, title of position, base salary, office phone number and office address.

c. To anyone of the routine users identified in the Federal Register notice for the purpose specified therein.

d. To a civil or criminal law enforcement agency within or under the control of the United States if the agency has made written request specifying the particular record desired and the law enforcement purpose for which the record is sought.

e. To another person in an emergency when necessary to protect the health and safety of an individual (not necessarily the individual whose record is disclosed). When this is the reason for disclosure, a notice of disclosure should be sent to the last known address of the individual whose record is disclosed.

f. In response to a court order. This requires that neither the identity of the party to whom the disclosure was made nor the purpose of the disclosure shall be made available to the individual concerned, unless the court order has become a matter of public record. If the order is a matter of

public record, reasonable efforts must be made to notify the individual to whom the record pertains and the nature of the information provided.

g. To an agency for statistical research and reporting, upon receipt of a written request and assurance that the records will be used only for these purposes. Records must be provided in a form that is not individually identifiable, i.e., the identity of the individual cannot be deduced by tabulation or other methodology.

h. To the following specified in references (a) and (b).

(1) The Bureau of Census for a census or survey or related activity authorized by law;

(2) The National Archives for historical purposes;

(3) The General Accounting Office;

(4) The Congress or the Committee or Subcommittees of either house or joint committees, but not the individual congressmen acting on behalf of their constituents, unless authorization from the individual is provided. Specific information regarding release of information to individual congressmen is contained in reference (c).

### 13. Disclosure Accounting

a. An accurate accounting must be kept of all disclosures made outside the Department of Defense, even when such disclosure is with the written consent or at the request of the individual, with respect to each system of records or portion thereof which is maintained. An accounting is not required when access is granted to an individual, about himself, or when gross statistics are furnished, where identification of an individual is not possible.

b. Enclosures (4) and (5) are samples of disclosure accounting records. These records must be kept with the system of records from which disclosures are made. Where feasible and the entire record on an individual is kept in one folder, a record such as the sample in enclosure (4) should be attached directly to the record and can be used for more than one disclosure. Time and cost involved in researching records should also be made a matter of record. Enclosure (5) is a sample file card to account for third-party disclosures, where it is not convenient to attach directly to the record. These records must be maintained for at least five years after the last disclosure, or the life of the record, whichever is

longer. Nothing in the Act requires the retention of the record itself, where the record could otherwise lawfully be disposed of sooner as provided for in reference (e). Whenever third party disclosures are made from a system of records, a report of such disclosures will be furnished to the Privacy Act Coordinator by the tenth of each month by each section which maintains a system of records. The format for this report will be as shown in enclosure (6).

c. The purpose of the accounting requirement is to:

- (1) Allow individuals to determine to whom their records have been disclosed;
- (2) Provide a basis for subsequently advising recipients of records of any disputed or corrected records; and
- (3) Provide an audit trail for subsequent review of activity compliance.

d. Upon request of the individual to whom the record pertains, activities must make available to that individual all information in its accounting disclosures, except that pertaining to disclosures to courts of competent jurisdiction upon being served with an order which is not a matter of public record or to another agency or government instrumentality for law enforcement purposes; however, a record of disclosure must be kept.

e. When a court order has been made a matter of public record, the individual on whom disclosure was made will be notified of the disclosure.

#### 14. Collection of Information and Maintenance of Records/Use of Forms

a. Reference (a) requires that organizations gathering information from individuals which will or may be incorporated into a system of records, must provide individuals with sufficient guidance to ensure that they can make an informed decision about providing the requested information. Reasonable efforts must be made to assure that the personal data maintained are accurate, relevant, timely and as complete as necessary to ensure fairness in any determination made on the basis of the record. This applies to both automated and manual records. Although there has always been great emphasis on the need for accuracy of records, it is essential to assure that the information collected and maintained is relevant to the purpose for which it is collected and maintained; further, that it is timely and as complete and up to date as can be

reasonably expected. The Privacy Act authorizes civil action against an agency for failure to maintain records in this fashion.

b. The Privacy Act also requires that each form, questionnaire, report or other media used to collect data from employees must be accompanied by a Privacy Act statement advising the individual as to the authority for requesting the data; the principal purpose for which it is requested, the routine uses made of the data; whether or not it is mandatory or voluntary; and what, if any, consequences can result from failing to provide the information.

c. Reference (i) provided additional guidance on the use of forms requiring personal information from an individual and furnished Privacy Act statements for a series of NAVMC forms currently in use by the Marine Corps. It further directed action to ensure that local requirements involving the collection of information on individuals are reviewed and appropriate directives are issued which prescribe the use of Privacy Act statements. In this regard, all segments of this command will review all information collected on both military and civilian personnel to determine the need, relevancy, timeliness and accuracy of the information collected. Unless it can be shown that the information serves a useful and necessary purpose, it will not be collected or maintained. Further, duplication of information which constitutes setting up a new system must be avoided where possible. Where one system can serve several purposes and the system is already identified in the Register, there should be no duplication. As stated earlier any new system must be registered before it can be used.

d. Privacy Act statements provided by HQMC and required in quantity by the Base will be reproduced and stocked in the Self-Service Store. Periodic bulletins covering availability of forms will be published. In the meantime, users are expected to make inquiries regarding their own requirements directly to the Self-Service Store.

e. Locally procured forms, i.e., those with MCBCL form numbers which require personal information to be furnished, will also require Privacy Act statements. When designed to fit user requirements, statements will be stocked in either the Self-Service Store or the using organization, depending upon stockage criteria set forth in reference (j).

f. Unnumbered forms which require personal information to be furnished by an individual and used by any segment of the command are to be immediately reviewed to determine the continued need for the information, the authority for keeping

it, the purpose for which it is gathered, the use to be made of it, whether the information is mandatory or voluntary and what consequences would result to the individual if he/she did not provide the information. If there is a true requirement, such forms will be submitted to the Management Engineer for approval and forms control purposes.

g. Requests for new forms will continue to be submitted in accordance with reference (j). New forms, however, designed to collect and record personal information that is subject to the Privacy Act, will be accompanied by an applicable Privacy Act statement. If after research it is found there is no form in the system that will satisfy requirements, the Management Engineering Office will forward the request to the Assistant Chief of Staff, Manpower to insure that the system has been appropriately advertised in the Federal Register prior to printing any forms. Unless special interim use authority is granted by this Headquarters (Assistant Chief of Staff, Manpower--Privacy Act Coordinator) unnumbered forms which collect personal information subject to the Privacy Act will no longer be used.

15. Special Instructions for Use and Safeguarding of Information in Automated Systems. This command and others use a wide range of automated personnel systems and reports required for local management purposes. Such systems include: JUMPS/MMS (Joint Uniform Military Pay System/Manpower Management System), PADS (Personnel Accounting Data System), ALPS (Automated Leave and Pay System), ABA (Allotment Bond Authorization), TODS (Transcript of Data Extraction System), SOPD (Schedule of Payroll Deletions), POE (Payment Option Election), and several local applications. All requests for information from these systems must be judiciously reviewed and approved and output rigorously controlled to preclude unwarranted invasion of individual privacy. Although this personnel information is unclassified, the subject matter necessitates that certain control measures be taken to limit access to the data. Pending definitive guidance from higher headquarters, the following interim measures will be taken:

a. All requests for new organizational reports or select retrievals from an automated personnel oriented data base under the jurisdiction of this command must be in writing and signed by the unit commander, the cognizant staff officer, or their specifically designated representatives. Such requests should be addressed to Commanding General, Marine Corps Base, Camp Lejeune, North Carolina 28542 (Attn: Assistant Chief of Staff, Management Services). Requests will be screened for appropriateness of approval or denial under the Privacy Act.

b. All requests for MMS data from activities external to the Marine Corps must be forwarded to the Commandant of the Marine Corps (Code MPP) via the Commanding General, Marine Corps Base, for approval. This is not intended to include those requests made by auditors and investigators of congressional staffs, General Accounting Office, Department of Defense, and the Navy Audit Service for locally available information consistent with the purpose of the authorized audit, security regulations and other applicable directives.

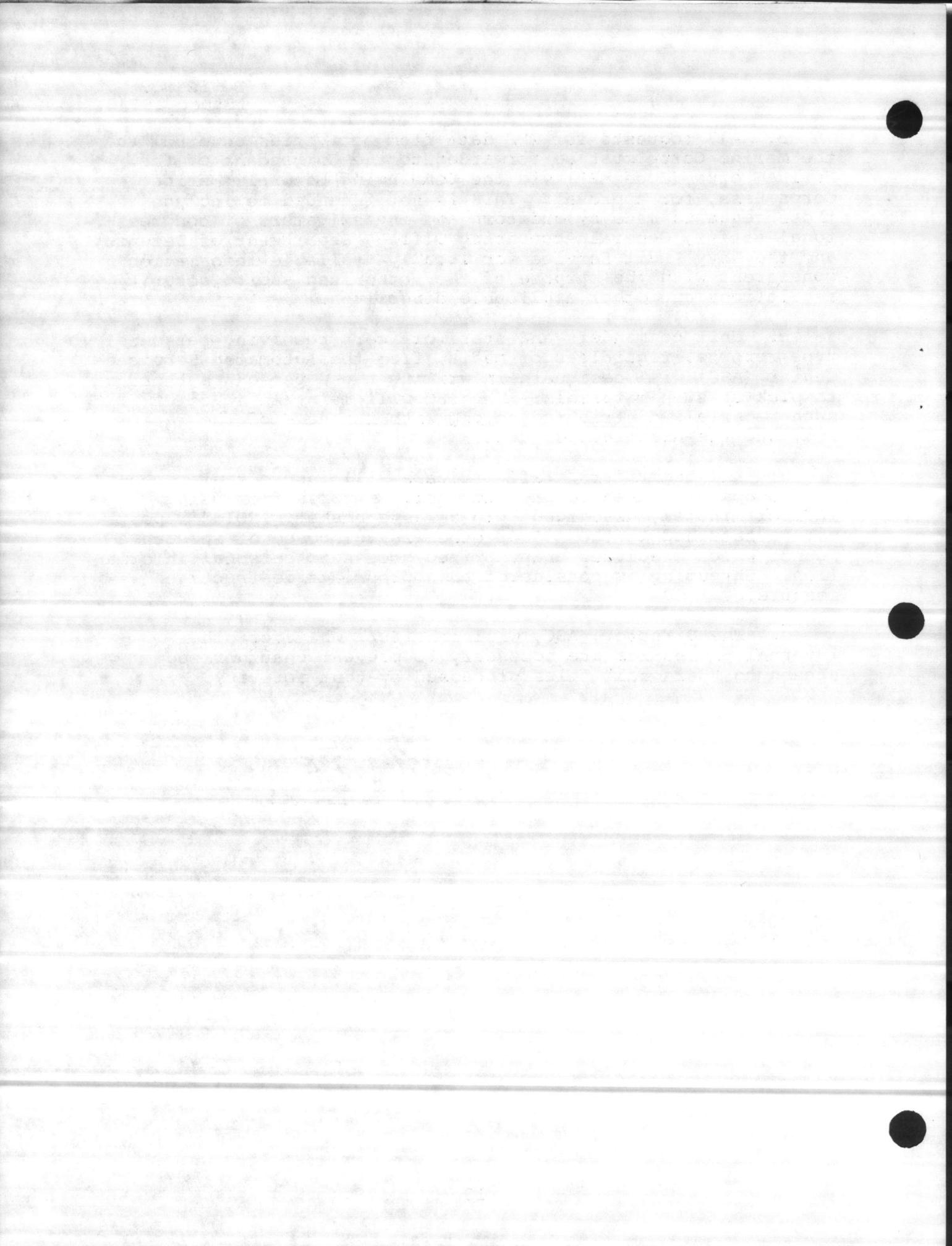
c. Unit commanders and staff officers receiving personnel type reports, regardless of media, from the Automated Services Center (ASC) will designate in writing those persons authorized to pick up such materials. The ASC will maintain a log of such materials distributed, along with the name of the recipient, and the distribution date.

d. All commanders/staff officers will insure that necessary steps are taken to preclude "old" reports from being indiscriminately discarded into a waste basket. "Old" reports may be returned to the ASC or otherwise disposed of in such a manner which precludes unauthorized access to personal information. Shredding is considered an appropriate destructive measure.

e. The Director, ASC, will institute whatever other internal procedures are necessary to prevent unauthorized access to "personal" files processed by that activity.

*M. I. Fox*  
G. C. FOX  
Chief of Staff

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RULES OF CONDUCT AND CRIMINAL LIABILITY

1. Maintaining personal records. It is unlawful to maintain systems of records about individuals without prior announcement in the Federal Register. Anyone who does is subject to criminal penalties up to \$5000. Even with such notice, care shall be taken to keep only such personal information as is necessary to do what law and the President, by executive order, require. The information is to be used only for the purposes described in the Federal Register.
2. Disclosure. Information about an individual shall not be disclosed to any unauthorized individual. Anyone who makes an unauthorized disclosure on purpose may be fined up to \$5000. Every member or employee of the Department of the Navy who maintains records about individuals has an obligation to do his part in protecting personal information from unauthorized disclosure. SECNAVINST 5211.5 describes when disclosures are authorized.
3. Individual access. Every individual, with certain exceptions, has the right to look at any record the Department of the Navy keeps on him, to copy it, and to request to have it corrected if he considers it wrong. The individual attempting to exercise these rights shall be given courteous and considerate assistance.
4. Ensuring accuracy. The Department of the Navy has an obligation to use only accurate, timely, relevant and complete information when making decisions about individuals. Every member, official, and employee involved in keeping records on individuals shall assist in the discharge of this obligation.

ENCLOSURE (1)



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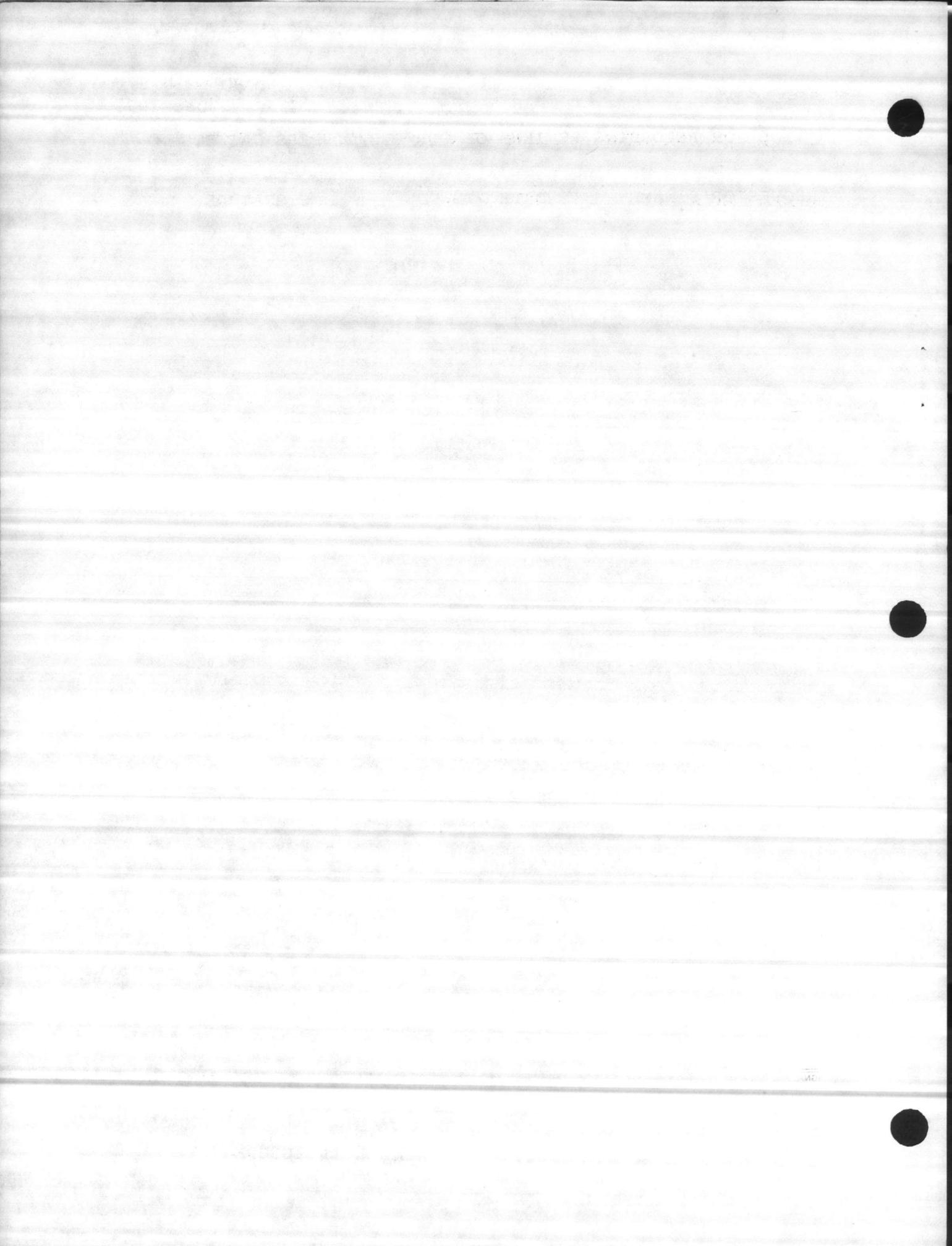
LOG FOR RECORDING REVIEWS OF OQR/SRB/CIVPERS JACKETS

REQUESTOR'S NAME

DATE VIEWED

SIGNATURE

ENCLOSURE (2)



PRIVACY ACT REQUEST AND RESPONSE  
OPNAV 5211/8 (8-75)

PLEASE PRINT OR TYPE

PART I. RECORD REQUEST AND IDENTIFICATION

1. REQUESTER'S NAME	TELEPHONE
2. REQUESTER'S ADDRESS	
3. RECORD SYSTEM NAME, NUMBER AND/OR DESCRIPTION	
4. TITLE AND MAILING ADDRESS OF RECORD CUSTODIAN	
5. ACTION REQUESTED <i>(Access, amendment, copy of record, etc.) The requester agrees to pay, if requested, the established fee for any item(s) so requested.</i>	

SIGNATURE

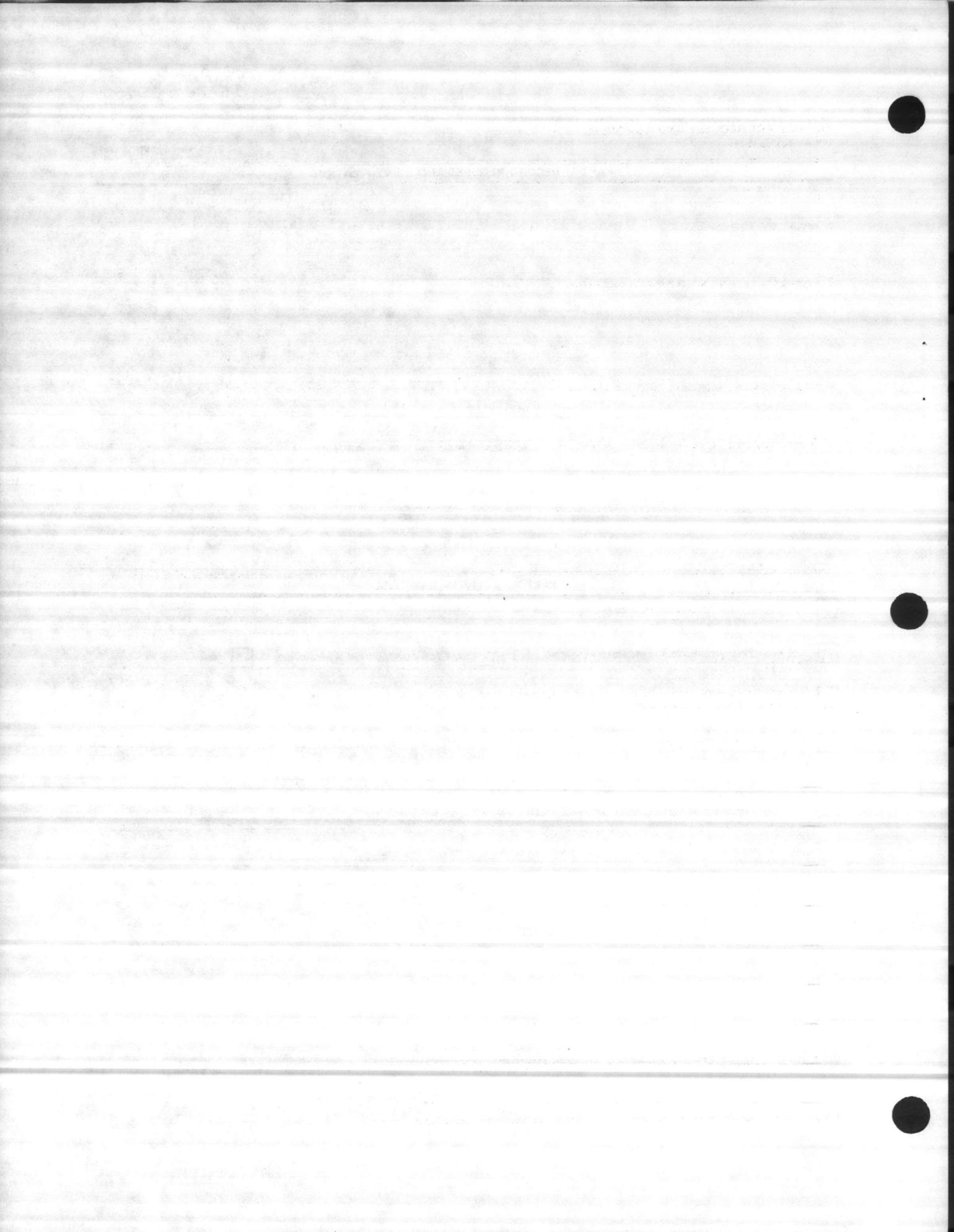
DATE

PART II. ACTIVITY RESPONSE

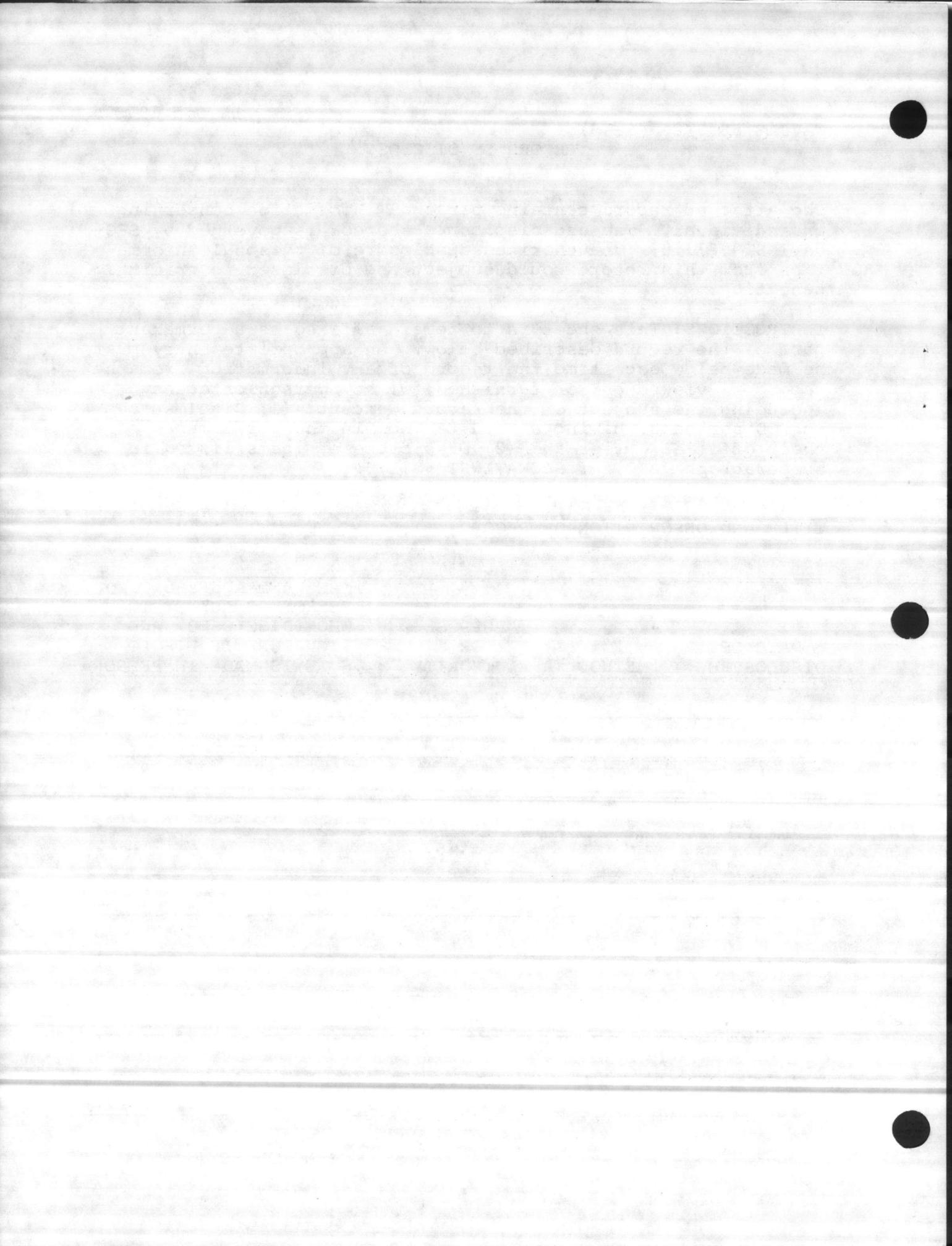
	DATE REC'D	FEE
<input type="checkbox"/> 1. NO INFORMATION CONCERNING YOU IS CONTAINED IN THE INDICATED RECORD SYSTEM.		
<input type="checkbox"/> 2. REQUESTED INFORMATION IS PROVIDED HEREWITH.	<input type="checkbox"/> FEE FOR REPRODUCTION IS REQUESTED.	<input type="checkbox"/> FEE WAIVED
<input type="checkbox"/> 3. REQUESTED INFORMATION HAS BEEN LOCATED. A COPY OR ABSTRACT WILL BE PROVIDED UPON RECEIPT OF THE FEE INDICATED, TO COVER REPRODUCTION COSTS.		
<input type="checkbox"/> 4. THE INFORMATION REQUESTED IS EXEMPT FROM DISCLOSURE UNDER THE LAW, AS FOLLOWS:		
<input type="checkbox"/> 5. YOUR REQUEST IS BEING PROCESSED. YOU WILL RECEIVE A RESPONSE BY APPROXIMATELY _____		
<input type="checkbox"/> 6. THE FOLLOWING ADDITIONAL INFORMATION IS NEEDED TO RESPOND TO YOUR REQUEST:		
<input type="checkbox"/> 7.		

8. SIGNATURE OF OFFICIAL	9. NAME & TITLE OF OFFICIAL	DATE	FILE NUMBER
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ENCLOSURE (3)









VI  
B

FORMAT FOR REPORTING ACCESS AND DISCLOSURE

Access to Individual Records

1. Number of OQRs/SRBs/CivPers Jackets reviewed by the individual to whom record pertains \_\_\_\_\_
2. Number of other records to which access was granted to an individual seeking information about himself \_\_\_\_\_
3. Number denied access to records \_\_\_\_\_
4. Number of requests received to amend records \_\_\_\_\_
5. Number who appealed initial refusals to amend records  
\_\_\_\_\_

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THIRD PARTY DISCLOSURES

1. System of records \_\_\_\_\_ (title)
2. Number of records from which third party disclosures were made \_\_\_\_\_
3. Total number of third party disclosures made \_\_\_\_\_  
(Note: Where disclosure is made to more than one party, count each disclosure separately)
4. Time required/cost involved in providing information  
\_\_\_\_\_

