

**USAAC Supplement 1 to AR
340-21**

Office Management

The Army Pri- vacy Program

**Headquarters
United States Army Accessions Command
90 Ingalls Road, Building 100
Fort Monroe, Virginia 23651-1065
11 September 2009**

UNCLASSIFIED

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AR 340-21**

Effective 30 September 2009

Office Management

The Army Privacy Program

For the Commander:

VICTOR PETRENKO
Colonel, GS
*Deputy Commander
and Chief of Staff*

Official:

FREDDIE N. BLAKELY
Deputy Chief of Staff, G6

History. This publishes a new USAAC Suppl 1 to AR 340-21, which is effective 30 September 2009.

Summary. This publication supplements AR 340-21, dated 5 July 1985. This supplement complements the Army Privacy Program.

Applicability. This supplement is applicable to all elements of the U.S. Army Accessions Command.

Proponent and exception authority. The proponent for this supplement is the Deputy Chief of Staff, G6. The proponent has the authority to approve exceptions to this supplement that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of GS-14 or the equivalent in the National Security Personnel System.

Army management control process. This supplement contains management control provisions in accordance with AR

11-2, but does not identify key management controls that must be evaluated.

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

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAAC, ATTN: ATAL-IIA, 1307 3rd Avenue, Fort Knox, KY 40121-2725.

Distribution. This supplement is available in electronic media only and can be found at <http://my.usaac.army.mil>.

Paragraph 1-2, References

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

(5) USAAC Suppl 1 to AR 25-55 (The Department of the Army Freedom of Information Act Program). (Cited in para 1-4h(2).)

Paragraph 1-2, References

Add paragraph c after paragraph b(3).

c. Prescribed form. USAAC Form 117 (Privacy Act Information for Desktop). (Prescribed in para 1-9d.)

Paragraph 1-4, Responsibilities

Add paragraphs f through h after paragraph e.

f. Directors and chiefs of special staff offices, Headquarters, U.S. Army Accessions Command (HQ USAAC) will:

- (1) Supervise privacy programs in their functional areas of responsibility.
- (2) Forward all Privacy Act requests to the G6, Enterprise Services Branch, ATTN: ATAL-IIA.

g. G6, Enterprise Services Branch, Privacy Act Officer, will supervise privacy programs throughout the command and coordinate all replies to Privacy Act requests.

h. Subordinate commanders will:

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

(2) Designate a privacy coordinator to accomplish the duties outlined in paragraph 1-9. Privacy coordinators will read and keep abreast of this regulation and AR 25-55 with USAAC Suppl 1 thereto.

(3) The name, office, and telephone number of the privacy coordinator will be furnished to HQ USAAC, ATTN: ATAL-IIA, 1307 3rd Avenue, Fort Knox, KY 40121-2725.

(4) Contact HQ USAAC, 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.

*This supplement supersedes USAREC Supplement 1 to AR 340-21, dated 7 May 1991.

Paragraph 1-9, Privacy official

Add paragraphs c and d after paragraph b(4).

c. The U.S. Army Accessions Command (USAAC) privacy official for matters concerning Privacy Act requirements is the G6, Enterprise Services Branch, Privacy Act Officer at DSN 536-0031 or commercial (502) 626-0031. All correspondence concerning the Privacy Act which requires action by HQ USAAC will be forwarded to HQ USAAC, ATTN: ATAL-IIA.

d. USAAC Form 117 (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) Subordinate units' personnel will list their respective privacy coordinator.
- (2) U.S. Army Recruiting Command personnel will list the USAAC Privacy Act Officer.

Paragraph 2-1, Access under the Privacy Act

Add paragraph c after paragraph 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 applicable office of the inspector general will be notified telephonically.

Paragraph 2-9, Denial of access

Add the following to paragraph 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:

HQUSAAC

Headquarters, U.S. Army Accessions Command

USAAC

U.S. Army Accessions Command

PRIVACY ACT INFORMATION FOR DESKTOP (For use of this form see USAAC 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 education levels
5. Salary	11. Promotion sequence number
6. Present and past duty	
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>(987) 651-1234</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>(123) 456-0849</u>	
REMEMBER THAT IT IS BETTER TO BE SAFE THAN SORRY	

USAAC Form 117, 1 Sep 2009

THIS FORM REPLACES USAREC FORM 775

V1.00

Figure 1-1. Sample of a completed USAAC Form 117

USAAC

ELECTRONIC PUBLISHING SYSTEM

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