



DEPARTMENT OF THE ARMY  
U.S. ARMY RECORDS MANAGEMENT AND DECLASSIFICATION AGENCY  
7701 TELEGRAPH ROAD  
ALEXANDRIA, VA 22315-3860

AAHS-RDF

12 APR 2012

MEMORANDUM FOR SEE DISTRIBUTION

Subject: Biennial Review of Privacy Act System of Record Notices (SORNS)

1. References:

(a) Privacy Act of 1974, as amended, 5 U.S.C §552a.

(b) Memorandum, Office of Management and Budget M-07-16, 22 May 07, subject: Safeguarding Against and Responding to the Breach of Personally Identifiable Information (<http://dpcio.defense.gov/privacy/documents/m07-16.pdf>).

(c) Memorandum, DA&M (DoD), 5 June 2009, subject: Safeguarding Against and Responding to the Breach of Personally Identifiable Information. ([http://dpcio.defense.gov/privacy/documents/PII\\_Memo\\_Safeguard.pdf](http://dpcio.defense.gov/privacy/documents/PII_Memo_Safeguard.pdf)).

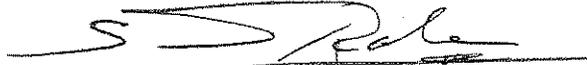
2. In accordance with the Office of Management and Budget and DoD policy, a biennial review of Privacy Act System of Records Notices on all automated systems and other storage media (paper based) storing Personally Identifiable Information (PII) is required. The review must be conducted from a privacy and system security perspective to ensure that systems are being operated and maintained in accordance with statutory and policy guidelines for collecting, maintaining, disseminating, and safeguarding Personally Identifiable Information (PII).

3. DoD guidance requires 12.5% of SORNS be reviewed quarterly. The Army Privacy Office has identified and prioritized by quarter a list of 208 SORNS requiring review (enclosure). Each SORN must be reviewed and updated to ensure that all elements convey complete and accurate descriptions. Data elements of PII should be closely analyzed for possible elimination when not absolutely necessary to perform official duties and functions or to network with other systems. SORNS are required to be updated and prepared by the activity system owner (proponent) or designated representative and subsequently reviewed and approved by the activity privacy official, along with the information assurance official. Updated SORNS should be submitted to the Army Privacy Office through your activity Privacy Official by the suspense date indicated. New or updated SORNS and any questions should be sent to [usarmy.belvoir.hgda-aaa-ahs.mbx.army-privacy-ssn-reduct@mail.mil](mailto:usarmy.belvoir.hgda-aaa-ahs.mbx.army-privacy-ssn-reduct@mail.mil)

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Subject: Review of Privacy Act System of Record Notices

4. The POC is Margaret Hamrick and can be reached at (703) 428-6193 or [margaret.j.hamrick.civ@mail.mil](mailto:margaret.j.hamrick.civ@mail.mil).

A handwritten signature in black ink, appearing to read 'S. RaHo', written over a horizontal line.

STEVEN A. RAHO, III  
Director

Encl

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Subject: Review of Privacy Act System of Record Notices

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### Army SORN Quarterly Review (FY12 3rd Qtr - FY14 2nd Qtr)

| Activity                         | SORN NUMBER      | SORN NAME   | SORN DATE | Date Certified<br>by POC  |
|----------------------------------|------------------|---|-----------|---------------------------|
|                                  |                  |   |           | FY12 - 3 Qtr<br>Apr - Jun |
| ACSIM FMWRC(NOW IMCOM AT FT SAM) | A0215-2a CFSC    | Army Club membership Files                              | 21-Jun-01 |                           |
| AHRC                             | A0680-31a AHRC   | Officer Personnel Management Information System (OPMIS) | 29-Jun-99 |                           |
| AMC                              | A0351 AMC        | Student/Faculty Records: AMC Schools Systems            | 2-Feb-96  |                           |
| AMC                              | A0070 AMC        | Resumes for Non-Government Technical Personnel          | 5-Nov-98  |                           |
| ASA M&RA G-1 CIV PERS POLICY     | A0690-990-2 SAMR | Voluntary Leave Transfer Program Records                | 27-Sep-02 |                           |
| ASA M&RA G-1 CIV PERS POLICY     | A0215-3 SAMR     | NAF personnel Records                                   | 1-Jun-00  |                           |
| CHIEF OF CHAPLAINS               | A0165-1a DACH    | Baptism, Marriage, and Funeral Files                    | 22-Feb-93 |                           |
| CHIEF OF CHAPLAINS               | A0165-1c DACH    | Religious Census, Education, and Registration Files     | 22-Feb-93 |                           |
| G-1                              | A0351 DAPE       | Army Training Requirements and Resources System (ATRRS) | 3-Jan-02  |                           |

**Army SORN Quarterly Review (FY12 3rd Qtr - FY14 2nd Qtr)**

|     |                  |  |           |
|-----|------------------|--|-----------|
| G-1 | A0600-8a DAPE    | Major Command Military Personnel Management Reporting System | 26-Jul-01 |
| G-1 | A0600-37b DAPE   | Unfavorable Information Files                                | 8-Dec-00  |
| G-1 | A0600-8-7 DAPE   | Chief of Staff, Army Retiree Council Files                   | 16-Oct-00 |
| G-1 | A0600-85f DAPE   | ADAPCP Clinical Certification Program Application File       | 16-Oct-00 |
| G-1 | A0600-43 DAPE    | DA Conscientious Objector Review Board                       | 14-Feb-00 |
| G-1 | A0600-37a DAPE   | Special Review Board Appeal Case Summary File                | 8-Jan-00  |
| G-1 | A0351-12 DAPE    | Applicants/Students, U.S. Military Academy Prep School       | 22-Feb-93 |
| G-1 | A0600-20 DCS G-1 | Sexual Assault (SADMS)                                       | 18-Mar-10 |
| G-1 | A0690-700 DAPE   | Grievance Records  | 30-Aug-93 |

**Army SORN Quarterly Review (FY12 3rd Qtr - FY14 2nd Qtr)**

|                              |                     |  |           |
|------------------------------|---------------------|--|-----------|
| G-4                          | A0715-9 DCS G-4 DoD | Synchronized Predeployment and Operational Tracker (SPOT) Records    | 18-Mar-10 |
| G-6                          | A0025-2c SAIS DoD   | Department of Defense Detainee Biometric Information System          | 28-Mar-07 |
| G-6                          | A0025-1 CIO G6      | Army Knowledge Online (AKO) Information System Records               | 9-Jan-07  |
| HQDA (ECC)                   | A0025 JDIM          | HQDA Correspondence  | 8-Feb-00  |
| IG                           | A0020-1 SAIG        | Inspector General Records  | 11-Jan-02 |
| OCLL                         | A0360-5 SALL        | Congressional Information File                                       | 13-Apr-01 |
| OCLL                         | A0001-20 SALL       | Congressional Inquiry File   | 2-Mar-01  |
| U.S. SOCOM                   | A0220-1 USSOCOM     | Military Personnel Data  | 9-May-03  |
|                              |                     |  |           |
| AHRC                         | A0600-8 AHRC        | Individual Ready, Standby, and Retired Reserve Personnel Information | 6-Jan-04  |
| AHRC                         | A0680-31b AHRC      | Enlisted Personnel   | 6-Jan-04  |
| AHRC                         | A0600-8-104 AHRC    | Military Personnel Records Jacket Files                              | 6-Jan-04  |
| AHRC                         | A0600-8-1c AHRC DoD | Defense Casualty Information Processing System (DCIPS)               | 10-Apr-10 |
| ASA M&RA G-1 CIV PERS POLICY | A0690-600 SAMR      | Equal Opportunity and Equal Employment Opportunity Complaint Files   | 22-Feb-93 |
| COE                          | A01145b CE          | General Permit Files   | 22-Feb-93 |

**FY12 - 4 Qtr  
Jul - Sep**

### Army SORN Quarterly Review (FY12 3rd Qtr - FY14 2nd Qtr)

|               |                  |  |           |
|---------------|------------------|--|-----------|
| COE           | A1105 CE         | Recreational Use and   | 22-Feb-93 |
| COE           | A1145a CE        | Reservoir Permit Files                                       | 22-Feb-93 |
| COE           | A0015-2-2 CE     | Violation Warning Files                                      | 22-Feb-93 |
| COE           | A0037-2-1 CE     | Corps of Engineers<br>Management Information<br>System Files | 22-Feb-93 |
| COE           | A0405-10a CE     | Relocation Assistance Files                                  | 22-Feb-93 |
| COE           | A0405-80 CE      | Real Estate Outgrants  | 22-Feb-93 |
| COE           | A0405-10q CE     | Homeowners Assistance<br>Case Files                          | 28-Apr-93 |
| COE           | A0027-40 CE      | Corps of Engineers Case<br>Management Information<br>Files   | 19-Sep-94 |
| COE           | A1130-2-442 CE   | Corps of Engineers Civilian<br>Uniform Record Files          | 19-Sep-94 |
| G-1           | A0690-200 DAPE   | Department of the Army<br>Civilian Personnel Systems         | 6-Jan-04  |
| G-1           | A0600-85-DAPE    | Army Substance Abuse<br>Program                              | 18-Jul-08 |
| G-1           | A0215-1 DAPE     | Library Borrowers'/Users'<br>Profile Files                   | 3-Aug-05  |
| G-1 (PEO-EIS) | A0600-8-101 AHRC | Installation Support<br>Modules Records (ISM)                | 23-Apr-10 |
| G-4           | A0710-2a DALO    | Property Officer<br>Designation Files                        | 1-Oct-08  |
| G-4           | A0710-2b DALO    | Hand Receipt Files   | 1-Oct-08  |
| G-4           | A0710-2c DALO    | Personal Property<br>Accounting Files                        | 1-Oct-08  |
| G-4           | A0710-2d DALO    | Personal Clothing Record                                     | 1-Oct-08  |

**Army SORN Quarterly Review (FY12 3rd Qtr - FY14 2nd Qtr)**

|             |                   |   |           |
|-------------|-------------------|---|-----------|
| MEDCOM      | A0351a DASG       | U.S. Military Academy Management System Records               | 23-Apr-10 |
| OTJAG       | A0027-50 DAJA     | Foreign Jurisdiction Case Files                               | 23-Apr-10 |
| USMA        | A0351-17b USMA    | U.S Military Academy Management System Records                | 23-Apr-10 |
| ACSIM       | A0210-50 DAIM     | Army Housing Operations Management Systems (HOMES)            | 24-Jul-06 |
| ACSIM FMWRC | A0215 FMWRC       | General Morale, Welfare, Recreation and Entertainment Records | 7-Jul-08  |
| ASO         | A0385-10 / 40 ASO | Army Safety Management  | 15-Jun-10 |
| EIGHTH ARMY | A0600-8 USFK      | Command Unique Personnel Information Data System (CUPIDS)     | 7-Feb-01  |
| G3/5/7      | A0600-63 G3/5/7   | Soldier Fitness Tracker System                                | 20-Jul-10 |
| MEDCOM      | A0040 DASG        | Medical Facility Administration Records                       | 9-Jul-10  |
| MEDCOM      | A0040-5b DASG     | Army Behavioral Health Integrated Data Environment (ABHIDE)   | 1-Dec-09  |
| NGB         | A0600-20 NGB      | Equal Opportunity investigative Files                         | 18-Oct-99 |
| NGB         | 0600-8-104b NGB   | Military Personnel Records Jacket (NGB)                       | 6-Jan-04  |
| OAA         | A0001-100 OAA     | Army Gift Donation Program                                    | 25-Jul-08 |

**FY13 - 1st Qtr  
Oct - Dec**

### Army SORN Quarterly Review (FY12 3rd Qtr - FY14 2nd Qtr)

|          |                        |   |           |
|----------|------------------------|---|-----------|
| OTJAG    | A0027-10c DAJA         | Witness Appearance Files  | 1-Feb-96  |
| OTJAG    | A0027-40 DAJA          | Litigation Case Files   | 1-Feb-96  |
| PMG      | A0190-14 OPMG          | Registration and Permit Files   | 25-Jul-08 |
| PMG      | A0600-55 DAMO          | Motor Vehicle/Equipment Operator Permit Files                             | 25-Jul-08 |
| PMG      | A0190-45 OPMG          | Military Police Reporting System (MPRS)                                   | 7-Jul-08  |
| PMG      | A0500-3c DAMO          | Emergency Relocation Group (ERG) Roster Files                             | 30-Jan-02 |
| PMG      | A0190-47 DAPM-ACC      | Army Corrections and Review Board Records                                 | 28-Jun-10 |
| TRADOC   | A0601-210b TRADOC      | Recruiter Impropriety Case Files  | 25-Jul-08 |
| TRADOC   | A0095-2d TRADOC-ATC    | Air Traffic Controller/Air Traffic Control Maintenance Technician Records | 7-Jul-08  |
| TRADOC   | A0614-100 / 200 TRADOC | Recruiter Identification/Assignment Records                               | 7-Jul-08  |
| TRADOC   | A0145-1 TRADOC         | Army Reserve Officers'  | 10-May-01 |
| TRADOC   | A0095-1a TRADOC        | Centralized Aviation Flight Records System                                | 29-Jun-10 |
| USMA     | A0351-17a USMA         | U.S. Military Academy Candidate Files                                     | 25-Jul-08 |
| USMA     | A0614-100 / 200 USMA   | Evaluation/Assignment of Academic Instructors                             | 6-Jan-04  |
| USMA     | A0037-104-3 USMA       | USMA Cadet Account System   | 20-Jan-00 |
| USMEPCOM | A0601-222 USMEPCOM     | Armed Services Military Accession Testing                                 | 18-Nov-03 |

**Army SORN Quarterly Review (FY12 3rd Qtr - FY14 2nd Qtr)**

|                                  |                 |   |           | <b>FY13 - 2nd Qtr<br/>Jan - Mar</b> |
|----------------------------------|-----------------|---|-----------|-------------------------------------|
| ACSIM FMWRC(NOW IMCOM AT FT SAM) | A0215c FMWRC    | Learning Management System (MWR-LMS)  | 12-Aug-08 |                                     |
| ACSIM FMWRC(NOW IMCOM AT FT SAM) | A0930-4 CFSC    | Army Emergency Relief   | 22-Feb-93 |                                     |
| ACSIM FMWRC(NOW IMCOM AT FT SAM) | A0215-2b CFSC   | Commercial Entertainment Transaction Records  | 26-Jul-01 |                                     |
| ACSIM FMWRC(NOW IMCOM AT FT SAM) | A0215-1 CFSC    | Non-appropriated Fund Employee Insurance and Retirement Files                           | 8-Aug-01  |                                     |
| ACSIM FMWRC(NOW IMCOM AT FT SAM) | A0385-10 IMCOM  | Army IMCOM Registration System (AIRS)   | 26-Jul-10 |                                     |
| G3/5/7                           | A0500-3 DCS G-1 | Army Disaster Personnel Accountability and  | 28-Aug-08 |                                     |
| G-3/5/7                          | A0500-5-1 DAMO  | Worldwide Individual Augmentation System  | 22-Sep-09 |                                     |
| G-4                              | A0055-355b DALO | Individual Travel Files   | 12-Aug-08 |                                     |
| MEDCOM                           | A0040-3a DASG   | Medical Review Files  | 27-Mar-03 |                                     |
| OAA                              | A0340-21 OAA    | Privacy Case Files  | 8-Dec-05  |                                     |
| OTJAG                            | A0027-1 DAJA    | General Legal Files   | 8-Dec-00  |                                     |
| OTJAG                            | A0027-10b DAJA  | Courts-Martial Records and Reviews  | 8-Dec-00  |                                     |
| OTJAG                            | A0027 DAJA      | Civil Process Case Files  | 7-Feb-01  |                                     |
| OTJAG                            | A0715 DAJA      | Procurement Misconduct Files  | 26-Jul-01 |                                     |
| OTJAG                            | A0027-3 DAJA    | Legal Assistance Files  | 8-Aug-01  |                                     |
| OTJAG                            | A0027-60b DAJA  | Patent, Copyright, and Data License Proffers, Infringement Claims, and Litigation Files | 15-Feb-02 |                                     |
| OTJAG                            | A0027-20a DAJA  | U.S. Army Claims Service Management Information System                                  | 1-Aug-08  |                                     |

**Army SORN Quarterly Review (FY12 3rd Qtr - FY14 2nd Qtr)**

|                    |                |  |           |
|--------------------|----------------|--|-----------|
| OTJAG              | A0027-20c DAJA | Army Property Claim Files                                    | 12-Aug-08 |
| OTJAG              | A0027-60a DAJA | Patent, Copyright, Trademark, and Proprietary Data Files     | 12-Aug-08 |
| OTJAG              | A0027-10a DAJA | Military Justice Files                                       | 5-Aug-03  |
| OTJAG              | A0140 DAJA     | JAGC Reserve Components Officer Personnel Records            | 25-Jul-08 |
| OTJAG              | A0027-20b DAJA | Tort Claim Files in Litigation                               | 1-Aug-08  |
| OTJAG              | A0027-20d DAJA | Medical Expense Claim Files                                  | 1-Aug-08  |
| PMG                | A0210-7 DAMO   | Expelled or Barred Person                                    | 29-Jul-08 |
| PMG                | A0190-5 OPMG   | Vehicle Registration   | 25-Jul-08 |
| PMG                | A0190-9 OPMG   | Absentee Case Files  | 25-Jul-08 |
|                    |                |  |           |
| AAMH               | A0870-5 AAMH   | Army History Files   | 13-Oct-09 |
| CHIEF OF CHAPLAINS | A0165-1b DACH  | Chaplain Privileged Counseling/Interview Communication Cases | 3-Oct-08  |
| MEDCOM             | A0040-3b DASG  | Medical Evaluation Files                                     | 27-Mar-03 |
| MEDCOM             | A0040-11 DASG  | Radiation Exposure Records                                   | 27-Mar-03 |
| MEDCOM             | A0040-400 DASG | Entrance Medical   | 27-Mar-03 |
| MEDCOM             | A0040-407 DASG | Army Community Health Nursing Records - Family Records       | 27-Mar-03 |
| MEDCOM             | A0040-66b DASG | Health Care and Medical                                      | 4-Apr-03  |
| MEDCOM             | A0040-57a DASG | Armed Forces Repository                                      | 27-Mar-03 |

**FY13 - 3rd Qtr  
Apr - Jun**

**Army SORN Quarterly Review (FY12 3rd Qtr - FY14 2nd Qtr)**

|                 |                       |  |           |
|-----------------|-----------------------|--|-----------|
| MEDCOM          | A0040-66c DASG        | Pentagon Employee Referral Service (PERS) Counseling Records                 | 15-Oct-08 |
| MEDCOM          | A0608-18 DASG         | Army Family Advocacy   | 29-Aug-03 |
| MEDCOM          | A0040-31b DASG        | Research and Experimental Case Files   | 4-Apr-03  |
| MEDCOM          | A0070-45 DASG         | Medical Scientific Research  | 4-Apr-03  |
| MEDCOM          | A0601-141 DASG        | Applications for Appointment to Army Medical Department                      | 4-Apr-03  |
| MEDCOM          | A0621-1 DASG          | Long-Term Civilian Training Student Control Files                            | 4-Apr-03  |
| MEDCOM          | A0040-1 DASG          | Professional Consultant Control Files  | 27-Mar-03 |
| MEDCOM          | A0040-31a DASG        | Pathology Consultation Record Files  | 27-Mar-03 |
| PMG             | A0190-13 OPMG         | Security/Access Badges and Automated Installation Entry System (AIE) Records | 1-Oct-08  |
| PMG             | A0190-45b OPMG        | Serious Incident Reporting Files   | 1-Oct-08  |
| PMG             | A0190-45a OPMG        | Local Criminal Intelligence  | 25-Jul-08 |
| SIGNAL COMMAND  | A0025-6USASC          | Military Affiliate Radio System  | 8-Jan-01  |
| TRADOC          | A0601-270a TRADOC DoD | Reception Battalion Automated Support System (RECBASS)                       | 3-Nov-10  |
| TRADOC          | A0601-210c TRADOC     | Army Recruiting Prospect   | 11-Sep-08 |
| TRADOC (USAREC) | A0601-210a USAREC     | Enlisted Eligibility Files   | 8-Dec-05  |
| USAAA           | A0036-2 USAAA         | Army Audit Agency System for Information Storage                             | 5-Oct-10  |

**Army SORN Quarterly Review (FY12 3rd Qtr - FY14 2nd Qtr)**

|                            |                        |  |           |                             |
|----------------------------|------------------------|--|-----------|-----------------------------|
| USMEPCOM                   | A0601-270 USMEPCOM DoD | U.S. Military Processing Command Integrated Resources System (USMIRS)      | 3-Nov-10  | FY13 - 4th Qtr<br>Jul - Sep |
| ACSIM (CHECK OUT THE UNIT) | A0015-8 ASA (ALT)      | Army Science Board (ASB) Files   | 21-Apr-06 |                             |
| ACSIM FMWRC                | A0215-1a FMWRC (DoD)   | Department of Defense Non-appropriated Fund Health Benefits FMWRC (DoDNHB) | 28-Jul-11 |                             |
| ACSIM FMWRC                | A0608b CFSC            | Personal Affairs: Army Community Service Assistance Files                  | 22-Feb-93 |                             |
| ACSIM FMWRC                | A0608-10 CFSC          | Child Development Services (CDS)   | 22-Feb-93 |                             |
| ACSIM FMWRC                | A0608a CFSC            | Family Life Communications Information and Referral Service                | 23-Dec-97 |                             |
| G-1                        | A0015-185 SFMR         | Correction of Military Records Cases                                       | 6-Jul-11  |                             |
| G-1                        | A0680-31 DCS G-1       | Economic and Manpower  | 16-Dec-10 |                             |
| G-1 (PEO EIS)              | A0600-8a PEO EIS       | Integrated Personnel and Pay System-Army (IPPS-A)                          | 9-Jun-11  |                             |
| G-6                        | A0025-2a SAIS DoD      | Defense Biometric Identification Records System                            | 17-Apr-09 |                             |
| GOMO & ASA M&RA            | A0360-5 SAPA           | Biography Files  | 11-Sep-01 |                             |
| MDW                        | A0600-25 MDW           | State, Official, and Special Military Funeral Plans                        | 9-Oct-01  |                             |

### Army SORN Quarterly Review (FY12 3rd Qtr - FY14 2nd Qtr)

|         |                   |  |           |
|---------|-------------------|--|-----------|
| MEDCOM  | A0040-66a DASG    | Medical Staff Credentials File   | 25-Nov-05 |
| MEDCOM  | A0040-3c DASG     | Medical Regulating Files   | 27-Mar-03 |
| MEDCOM  | A0040-905 DASG    | Defense Privately Owned Animal Record Files                              | 8-Jan-01  |
| OAA     | A0025-55 OAA      | Freedom of Information Act Program Files                                 | 8-Dec-05  |
| TRADOC  | A0056-9 TRADOC    | Maritime Qualification Records   | 20-Jun-11 |
| TRADOC  | A0351b TRADOC DoD | Army Training Information Architecture-Learning Management System        | 16-Jun-11 |
| TRADOC  | A0350-1b TRADOC   | Army Career Tracker (ACT)  | 30-Apr-09 |
| TRADOC  | A0350-1c TRADOC   | Digital Training Management System (DTMS)                                | 11-Jan-11 |
| TRADOC  | A0351-1a TRADOC   | Resident Individual Training Management System (RITMS)                   | 14-Dec-10 |
| TRADOC  | A0350-1a TRADOC   | Resident Individual Training Management System (RITMS)                   | 14-Dec-10 |
| TRADOC  | A0145-2 TRADOC    | Junior ROTC/National Defense Cadet Corps Instructor Files                | 22-Sep-09 |
| TRADOC  | A0350-1e TRADOC   | Life Long Learning Center  | 15-Nov-10 |
| USAREUR | A0715rrr USAREUR  | DoD Technical Experts/Troop Care/Analytical Support Contractor Employees | 15-May-02 |
| USAREUR | A0351 USAREUR     | Individual Academic Record Files   | 11-Sep-01 |

### Army SORN Quarterly Review (FY12 3rd Qtr - FY14 2nd Qtr)

|                             |                      |   |           |                             |
|-----------------------------|----------------------|---|-----------|-----------------------------|
| USAREUR                     | A0600 USAREUR        | USAREUR Community Automation System (UCAS)                                  | 7-Feb-01  | FY14 - 1st Qtr<br>Oct - Dec |
| AAFES                       | AAFES 0702.23        | Dishonored Check Files  | 20-Aug-97 |                             |
| AAFES                       | AAFES 0702.34        | Accounts Receivable Files   | 4-Nov-99  |                             |
| AAFES                       | AAFES 0602.04a       | Legal Office Management   | 9-May-01  |                             |
| AAFES                       | AAFES 0703.07        | AAFES Employee Pay System Records   | 6-Mar-03  |                             |
| AAFES                       | AAFES 0405.11        | Individual Health Records   | 4-Apr-03  |                             |
| AAFES                       | AAFES 0409.01        | AAFES Accident/Incident Reports   | 4-Apr-03  |                             |
| AAFES                       | AAFES 0410.01        | Employee Travel Files   | 23-Jul-03 |                             |
| AAFES                       | AAFES 0207.02        | Customer Solicitations,   | 28-Aug-06 |                             |
| AAFES                       | AAFES 1609.02        | AAFES Customer Service  | 28-Aug-06 |                             |
| ACSIM FMWRC(NOW IMCOM AT FT | A0215-1a FMWRC (DoD) | Department of Defense   | 28-Jul-11 |                             |
| G-1 DAPE                    | A0621-1a DAPE        | Student Loan Repayment Program Records                                      | 28-Sep-11 |                             |
| G-1 DAPE                    | A0621-1a DAPE        | Student Loan Repayment Program Records,<br>(September 6, 2011, 76 FR 55057) |           |                             |
| G-1 DAPE                    | A0621-1 DAPE         | Army Continuing Education System  | 9-Sep-13  |                             |
| G-6                         | A0025-2 SAIS DoD     | Defense Biometric Services  | 22-Sep-09 |                             |
| IG                          | A0614-100 / 200 SAIG | Inspector General Personnel System  | 11-Aug-10 |                             |

### Army SORN Quarterly Review (FY12 3rd Qtr - FY14 2nd Qtr)

|               |                      |  |           |                                     |
|---------------|----------------------|--|-----------|-------------------------------------|
| MEDCOM        | A0040-5a DASG DoD    | Defense Medical Surveillance System  | 19-Aug-09 |                                     |
| OAA           | A0025-400-2 OAA      | Army Records Information   | 2-Sep-11  |                                     |
| OTJAG         | A0027-1k DAJA        | Judge Advocate General Professional Conduct Files                                | 8-Jul-11  |                                     |
| TRADOC        | A0350-20a            | Standardized Student Records System  | 5-Oct-11  |                                     |
| TRADOC        | A0350-20a TRADOC     | Standardized Student   | 5-Oct-11  |                                     |
| TRADOC (ATIC) | A0350-1d             | ATLAS PRO learning Suite   | 3-Aug-11  |                                     |
| USACID        | A0195-2d USACIDC DoD | Defense Criminal Investigation DNA Database and Sample Repository; CODIS Records | 17-Feb-09 |                                     |
| USACID        | A0195-2c USACIDC DoD | DoD Criminal Investigation Task Force (CITF) Files                               | 24-Aug-05 |                                     |
| USACID        | A0195-6 USACIDC      | Criminal Investigation   | 7-Feb-01  |                                     |
| USACID        | A0195-2a USACIDC     | Source Register  | 18-Dec-00 |                                     |
| USACID        | A0195-4 USACIDC      | U.S. Army Criminal Investigation Fund Vouchers                                   | 26-Feb-99 |                                     |
| USACID        | A0195-2b USACIDC     | Criminal Investigation and Crime Laboratory Files                                | 16-Aug-11 |                                     |
|               |                      |  |           | <b>FY14 - 2nd Qtr<br/>Jan - Mar</b> |
| AAFES         | AAFES 0401.04        | Official Personnel Folders   | 9-Aug-96  |                                     |
| AAFES         | AAFES 0403.01        | Application for Employment Files   | 9-Aug-96  |                                     |
| AAFES         | AAFES 0403.11        | Personnel Departure Clearance Records  | 9-Aug-96  |                                     |

**Army SORN Quarterly Review (FY12 3rd Qtr - FY14 2nd Qtr)**

|        |                |  |           |  |
|--------|----------------|--|-----------|--|
| AAFES  | AAFES 0404.01  | Incentive Awards Case Files                      | 9-Aug-96  |  |
| AAFES  | AAFES 0405.03  | Personnel Appeals and Grievances                 | 9-Aug-96  |  |
| AAFES  | AAFES 0408.14  | Tuition Assistance Case Files                    | 9-Aug-96  |  |
| AAFES  | AAFES 0408.17  | HPP Employee Upward Mobility Program Files       | 9-Aug-96  |  |
| AAFES  | AAFES 0502.02  | Biographical Files                               | 9-Aug-96  |  |
| AAFES  | AAFES 0602.04b | Claims and/or Litigation                         | 9-Aug-96  |  |
| AAFES  | AAFES 0604.02  | Unfair Labor Practice Claim/Charges Files        | 9-Aug-96  |  |
| AAFES  | AAFES 0607.01  | Confidential Financial Disclosure Report         | 9-Aug-96  |  |
| AAFES  | AAFES 0702.22  | Check-Cashing Privilege Files                    | 9-Aug-96  |  |
| AAFES  | AAFES 0702.43  | Travel Advance Files                             | 9-Aug-96  |  |
| AAFES  | AAFES 0903.06  | Personnel Management Information System          | 9-Aug-96  |  |
| AAFES  | AAFES 1203.03  | Appointment of Contracting Officers              | 9-Aug-96  |  |
| AAFES  | AAFES 1504.03  | Personal Property Movement and Storage Files     | 9-Aug-96  |  |
| AAFES  | AAFES 1609.03  | AAFES Catalog System                             | 9-Aug-96  |  |
| AAFES  | AAFES 1703.03  | Personnel Security Clearance Case Files          | 9-Aug-96  |  |
| INSCOM | A0001 DAMI     | Controlled Accountable Document Inventory System | 22-Feb-93 |  |
| INSCOM | A0380-67 DAMI  | Personnel Security Clearance Information Files   | 22-Feb-93 |  |

**Army SORN Quarterly Review (FY12 3rd Qtr - FY14 2nd Qtr)**

|        |                 |  |           |  |
|--------|-----------------|--|-----------|--|
| INSCOM | A0381-20 DAMI   | Badge and Credential Files   | 22-Feb-93 |  |
| INSCOM | A0350-1 DAMI    | INSCOM, Personal Qualification and Training Profile                            | 12-Aug-08 |  |
| INSCOM | A0381-100a DAMI | Intelligence/Counterintelligence   | 12-Aug-08 |  |
| INSCOM | A0381-100b DAMI | Technical Surveillance Index   | 15-Oct-08 |  |
| INSCOM | A0614-115 DAMI  | Department of the Army Operational Support Activities                          | 15-Oct-08 |  |
| INSCOM | A0381-20b DAMI  | Foreign Intelligence/Counterintelligence/Information Operations/Security Files | 10-Feb-09 |  |
| MEDCOM | A0040-5 DASG    | Occupational Health Records  | 11-Mar-05 |  |

(FOUO)

AUTHORITY: Title 10 U.S.C 3013, Secretary of the Army

PRINCIPLE PURPOSE: To collect signatures of personnel responsible for IT systems and paper records collecting Personally Identifiable Information (PII) certifying System of Records (SORNs) are correct.

Routines Uses: None

DISCLOSURE: Voluntary, however by not signing will not certify IT systems or paper records for correctness when collecting Personally Identifiable Information (PII) to meet guidelines for Federal Information Management Act (FISMA) reporting required by OMB and DoD 5400.11-R. By not certifying can result in DoD's failure of the DoD Annual FISMA Report to OMB.

**Certification for System of Records Notice (SORN)**

System Name: \_\_\_\_\_(SORN Title Goes Here)\_\_\_\_\_

The officials below certify that this SORN has been reviewed for completeness, accuracy, relevance and timeliness.

\_\_\_\_\_The SORN as currently published is fully descriptive of business practices, types and uses of Personally Identifiable Information (PII). No changes are necessary at this time.

OR

\_\_\_\_\_ An updated SORN with changes identified is provided for publication. Once changes have been made, the SORN will be fully descriptive of business practices, types and uses of PII.

The following items of PII (and/or portions thereof) are no longer necessary and are recommended for elimination from the system:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All remaining items of PII contained in the system are fully identified in the SORN and are essential and necessary in order to conduct official business.

Information Technology systems operating under the authority of this SORN:

|                          |  |              |
|--------------------------|--|--------------|
| Title                    | APMS number                                | DITPR number |
| <b>(SORN TITLE HERE)</b> | <b>(IF AN IT SYSTEM, APMS/DITPR# HERE)</b> |              |

\_\_\_\_\_

(FOUO)

**(Verify below FAR clauses are included in contracts ONLY on IT systems are collecting PII and monitored by “government contractors”)**

**52.224-1 Privacy Act Notification.**

As prescribed in 24.104, insert the following clause in solicitations and contracts, when the design, development, or operation of a system of records on individuals is required to accomplish an agency function:

PRIVACY ACT NOTIFICATION (APR 1984)

The Contractor will be required to design, develop, or operate a system of records on individuals, to accomplish an agency function subject to the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

(End of clause)

**52.224-2 Privacy Act.**

As prescribed in 24.104, insert the following clause in solicitations and contracts, when the design, development, or operation of a system of records on individuals is required to accomplish an agency function:

PRIVACY ACT (APR 1984)

(a) The Contractor agrees to—

(1) Comply with the Privacy Act of 1974 (the Act) and the agency rules and regulations issued under the Act in the design, development, or operation of any system of records on individuals to accomplish an agency function when the contract specifically identifies—

(i) The systems of records; and

(ii) The design, development, or operation work that the contractor is to perform;

(2) Include the Privacy Act notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation, when the work statement in the proposed subcontract requires the redesign, development, or operation of a system of records on individuals that is subject to the Act; and

(3) Include this clause, including this paragraph (3), in all subcontracts awarded under this contract which requires the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved when the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency when the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act, when the contract is for the operation of a system of records on individuals to accomplish an agency function, the Contractor is considered to be an employee of the agency.

(c)(1) “Operation of a system of records,” as used in this clause, means performance of any of the activities associated with maintaining the system of records, including the collection, use, and dissemination of records.

(2) “Record,” as used in this clause, means any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and that contains the person’s name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a fingerprint or voiceprint or a photograph.

(3) "System of records on individuals," as used in this clause, means 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.

(End of clause)

**(FOUO)**

### Certification for System of Records Notice (SORN)

#### SIGNATURE PAGE

PREPARING OFFICIAL: \_\_\_\_\_ **(REQUIRED)** \_\_\_\_\_  
(Signature) (Date)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

PRIVACY OFFICIAL: \_\_\_\_\_ **(REQUIRED)** \_\_\_\_\_  
(Signature) (Date)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

#### MANAGERIAL OVERSIGHT

REVIEWING OFFICIAL: \_\_\_\_\_ **(OPTIONAL)** \_\_\_\_\_  
(Signature) (Date)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Email: \_\_\_\_\_