DEPARTMENT OF DEFENSE

Department of the Army

Narrative Statement on an Altered System of Records

Under the Privacy Act of 1974

1. System identifier and name: Provide the number and name of the System of Records.
2. Responsible official: Insert name, address, and telephone number of individual who can best answer questions regarding this system of records.
3. Nature of the changes proposed for the system: The Department of the Army is proposing to alter the existing system of records by updating insert the nature of the proposed changes for the system.

1. Authority for the maintenance of the system: This should read the same as in the new System of Record Notice.
2. Agencies evaluation on the probable or potential effects on the privacy of individuals: Insert any known or perceived adverse effects on the individual by maintaining this information. If none, insert the following language: “The Army reviewed the safeguards established for the system to ensure they are compliant with DoD requirements and are appropriate to the sensitivity of the information stored within the system.”
3. Is the system, in whole or in part, being maintained, collected, used or disseminated by a contractor? This answer is either “Yes” or “No.” If Yes, please ensure that the contract has the necessary FAR clauses (subpart 24.1).
4. Steps taken to minimize risk of unauthorized access: Briefly describe the steps taken to minimize the risk of unauthorized access. System owners must perform a risk assessment upon establishing a new system of records. Example of standard language: “Safeguard records in this system according to applicable rules and policies, including all applicable Department of the Army automated systems security and access polices. Access to computerized data is restricted by use of Common Access Cards (CACs) and is accessible only by users with an authorized account. The system and electronic backups are maintained in controlled facilities that employ physical restrictions and safeguards such as security guards, identification badges, key cards, and locks.”

1. Routine use compatibility:

This section should list each routine use of the information outside the Department of Defense which is authorized for records in the system. Each individual routine use should identify the third party, to whom disclosure is authorized, the type of information to be disclosed, and the purpose for disclosure.

1. OMB information collection requirements:

OMB collection required: Yes/No

If yes provide the information below.

OMB Control Number (if approved):

Title of collection if other than #10:

Date Approved or Submitted:

Expiration Date (if approved):

If collecting on members of the public and no OMB approval is required, provide an explanation and/or state the applicable exception(s).

1. Name of IT System: List all the system, including feeder system associated with the collection. State none if paper records only.