

NARRATIVE STATEMENT TEMPLATE

DEPARTMENT OF DEFENSE

[DoD Component]

Narrative Statement for a [New/Modified] System of Records
Under the Privacy Act of 1974

1. System name and number:
2. Purpose of establishing the system (New): *Language to be provided.*
Nature of proposed modifications for the system (Modified)

The language must not be the same as the purpose stated in the SORN. Include in this section in 2 or 3 sentences stating what would happen if this system was not available, what action is being taken, why this action is necessary, and what will be the intended effect of this action. Also, list the sections of the SORN which are being changed.

3. Specific authority under which the system of records is maintained: [The specific, applicable statute or executive order must be provided. Avoid citing overly general authorities; rather cite the specific programmatic authority.]

4. Provide the agency's evaluation on the probable or potential effect on the privacy of individuals: OMB prefers language used in the PIA if the system has one. OMB Circular A-108, section 7.e.(2)(c) states, "If one or more PIA has been conducted with respect to information technology that will be used to collect, maintain, or disseminate the information in the SOR, the PIA may provide the information necessary to meet this requirement, and may be submitted in lieu of drafting a separate evaluation."

5. Routine use compatibility: Must explain each new or modified routine use and how it satisfies the compatibility of the Privacy Act. All routine uses should be consistent with the purpose for which information was collected, and be determined as being necessary and proper.

If a contractor maintains, access, collect PII, etc., on behalf of the Federal government, a routine use is required.

6. OMB public information collection requirements:
OMB collection required: Yes/No
OMB Control Number (if approved):
Title of collection if different:
Date Approved or Submitted to OMB:
Expiration Date (if approved):

Provide titles of any information collection requests (e.g., forms and number, surveys, interview scripts, etc.) contained in the system of records.

If collecting on members of the public and no OMB approval is required, state the applicable exception(s):

Information Required by DPCLTD: (Not submitted to OMB)

7. Name of IT system (state NONE if paper records only): (Provide DIPTR number if possible)

8. Is the system, in whole or in part, being maintained, (maintained, collected, used, or disseminated) by a contractor? Y/N. If yes, include the model routine use applicable to contractors in the SORN.