

- Privacy Act Statement Privacy Advisory Not Applicable

Privacy Act Statement is provided on the DLA Form 1932 used to collect the PII. Forms may be provided by hard copy or electronically through e-mail.

PRIVACY ACT STATEMENT

Authority: 5 U.S.C. 301, Departmental Regulations; 5 U.S.C. 7901, Health Service Programs; 10 U.S.C. 133, Under Secretary of Defense for Acquisition, Technology, and Logistics; and DoD Directive 1010.10, Health Promotion, DoD Instruction 1015.10 Military Morale Welfare and Recreation Programs, DoD Instruction 1015.2 Military Morale Welfare and Recreation.

Purposes: Information will be used to collect facility usage data, to prepare monthly metrics and data management reports, to register applicants for classes, to notify users of future events or cancellations, to contact users when money is due for goods and or services, to contact users about events they have planned/ scheduled at DLA sites, to validate that fitness center users meet basic health requirements for use. Emergency contacts are notified in cases where an emergency arises.

Routine Uses: The DoD "Blanket Routine Uses" may apply to this system of records and are found at http://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html.

Disclosure: Voluntary; however, failure to provide all the requested information may lead to a delay in approving your request or a denial of your request.

Rules of Use: Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act system of records notice S400.10, entitled "Social, Athletic, and Recreation Membership and Use Records" available at <http://dpclo.defense.gov/privacy/SORNs/component/dla/index.html>

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component? (Check all that apply)

Within the DoD Component

Specify.

DLA Installations Morale, Recreation and Welfare (MWR) Staff and Directors

Other DoD Components

Specify.

Other Federal Agencies

Specify.

State and Local Agencies

Specify.

Contractor (Name of contractor and describe the language in the contract that safeguards PII. Include whether FAR privacy clauses, i.e., 52.224-1, Privacy Act Notification, 52.224-2, Privacy Act, and FAR 39.105 are included in the contract.)

Specify.

Other (e.g., commercial providers, colleges).

Specify.

i. Source of the PII collected is: (Check all that apply and list all information systems if applicable)

Individuals

Databases

Existing DoD Information Systems

Commercial Systems

Other Federal Information Systems

The PII is collected from the individual using the DLA Form 1932. The information is then input into the system by the DLA MWR user.

j. How will the information be collected? (Check all that apply and list all Official Form Numbers if applicable)

E-mail

Official Form (Enter Form Number(s) in the box below)

Face-to-Face Contact

Paper

Fax

Telephone Interview

Information Sharing - System to System

Website/E-Form

Other (If Other, enter the information in the box below)

Form 1932 may be emailed (via encrypted email) to the local MWR for processing.

k. Does this DoD Information system or electronic collection require a Privacy Act System of Records Notice (SORN)?

A Privacy Act SORN is required if the information system or electronic collection contains information about U.S. citizens or lawful permanent U.S. residents that is retrieved by name or other unique identifier. PIA and Privacy Act SORN information must be consistent.

Yes No

If "Yes," enter SORN System Identifier S400.10, Social Athletic and Recreation C

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or <http://dpcltd.defense.gov/Privacy/SORNs/>
or

If a SORN has not yet been published in the Federal Register, enter date of submission for approval to Defense Privacy, Civil Liberties, and Transparency Division (DPCLTD). Consult the DoD Component Privacy Office for this date

If "No," explain why the SORN is not required in accordance with DoD Regulation 5400.11-R: Department of Defense Privacy Program.

l. What is the National Archives and Records Administration (NARA) approved, pending or general records schedule (GRS) disposition authority for the system or for the records maintained in the system?

(1) NARA Job Number or General Records Schedule Authority. GRS 20, Item 2a4., DLA

(2) If pending, provide the date the SF-115 was submitted to NARA.

(3) Retention Instructions.

RecTrac files are maintained for the period 10 years and then destroyed.

m. What is the authority to collect information? A Federal law or Executive Order must authorize the collection and maintenance of a system of records. For PII not collected or maintained in a system of records, the collection or maintenance of the PII must be necessary to discharge the requirements of a statute or Executive Order.

- (1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be similar.
- (2) If a SORN does not apply, cite the authority for this DoD information system or electronic collection to collect, use, maintain and/or disseminate PII. (If multiple authorities are cited, provide all that apply).
 - (a) Cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.
 - (b) If direct statutory authority or an Executive Order does not exist, indirect statutory authority may be cited if the authority requires the operation or administration of a program, the execution of which will require the collection and maintenance of a system of records.
 - (c) If direct or indirect authority does not exist, DoD Components can use their general statutory grants of authority ("internal housekeeping") as the primary authority. The requirement, directive, or instruction implementing the statute within the DoD Component must be identified.

5 U.S.C. 301, Departmental Regulations; 5 U.S.C. 302, Agency powers, Delegation of Authority; 5 U.S.C. 7901, Health Service Programs; 10 U.S.C. 133, Under Secretary of Defense for Acquisition, Technology, and Logistics; E.O. 9397, as amended; and DoD Directive 1010.10, Health Promotion and Disease/Injury Prevention.

n. Does this DoD information system or electronic collection have an active and approved Office of Management and Budget (OMB) Control Number?

Contact the Component Information Management Control Officer or DoD Clearance Officer for this information. This number indicates OMB approval to collect data from 10 or more members of the public in a 12-month period regardless of form or format.

Yes No Pending

- (1) If "Yes," list all applicable OMB Control Numbers, collection titles, and expiration dates.
- (2) If "No," explain why OMB approval is not required in accordance with DoD Manual 8910.01, Volume 2, "DoD Information Collections Manual: Procedures for DoD Public Information Collections."
- (3) If "Pending," provide the date for the 60 and/or 30 day notice and the Federal Register citation.

Information in the system is not submitted by the general public. Only DLA employees submit information using the DLA Form 1932.