



DEFENSE LOGISTICS AGENCY
Privacy Safeguards and Responsibilities Certification
(Prior to Account Access at DLA or Annual Refresher)

This is to certify that:

1. I have received Initial / Refresher training on my privacy responsibilities.
2. I understand that I am responsible for safeguarding personal information¹ (or “personally identifiable information”) that I may have access to incident to performing official DLA duties.
3. I understand that I may be subject to penalties and disciplinary action as outlined in 5 U.S.C. 552a², *The Privacy Act of 1974, as amended*, and DLA OneBook Maintaining Discipline³ for:
 - a. failure to properly safeguard personal information / personally identifiable information;
 - b. improperly using or disclosing such information; and
 - c. failure to report any known or suspected loss or the unauthorized disclosure of such information.
4. I will conduct myself consistent with established DoD Privacy Rules of Conduct below so that personal information to be stored in a Privacy Act System of Records shall only be collected, maintained, used, and disseminated, as authorized by 5 U.S.C. 552a, *The Privacy Act of 1974, as amended*, and DoD 5400.11 and DoD 5400.11-R, “*Department of Defense Privacy Program.*”

DoD Privacy Rules of Conduct

- a. As a member of the DLA Workforce, I will:
 - i. Take such actions, as considered appropriate, to ensure that any personal information contained in a system of records, of which I have access to and am using to conduct official business, shall be protected so that the security and confidentiality of the information shall be preserved.

¹ **Personal Information.** Information about an individual maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and information which can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information which is linked or linkable to an individual. Such information is also known as “personally identifiable information (PII).”

² **5 U.S.C. 552a, *The Privacy Act of 1974, as amended*, subsection (i) Criminal Penalties.**
 (1) Any officer or employee of an agency, who by virtue of his employment or official position, has possession of, or access to, agency records which contain individually identifiable information the disclosure of which is prohibited by this section or by rules or regulations established there under, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.
 (2) Any officer or employee of any agency who willfully maintains a system of records without meeting the notice requirements of subsection (e)(4) of 5 U.S.C. 552a shall be guilty of a misdemeanor and fined not more than \$5,000.
 (3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000.

³ **DLA Instruction 7106, Maintaining Discipline, Enclosure 3. Table of Offenses and Recommended Penalties.**

Offense (Cause of Action)	Penalties		
	1st Offense	2nd Offense	3rd Offense
4. Insubordination, defiance of or contemptuous behavior toward constituted authority, refusal to carry out proper orders, disregard of regulation or directive.	Reprimand to Removal	1-day Suspension to Removal	5-day Suspension to Removal



DEFENSE LOGISTICS AGENCY
Privacy Safeguards and Responsibilities Certification
(Prior to Account Access at DLA or Annual Refresher)

- ii. Not disclose any personal information contained in any system of records, except as authorized by 5 U.S.C. 552a, *The Privacy Act of 1974, as amended*, or other applicable laws or regulations. Willfully making such disclosure when knowing that disclosure is prohibited, I will be subject to possible criminal penalties and/or administrative sanctions.
 - iii. Report any unauthorized disclosures of personal information from a system of records or the maintenance of any system of records that are not authorized by 5 U.S.C. 552a, *The Privacy Act of 1974, as amended*, and DoD 5400.11 and DoD 5400.11-R, *Department of Defense Privacy Program*, or any suspected loss, theft or compromise of personally identifiable information immediately to the **DLA Network Operations and Security Center (NOSC) at 1-877-DLA-NEMO (1-877-352-6366)**.
- b. If I am a DLA System Manager⁴ for a Privacy Act System of Records⁵, I will:
- i. Ensure that all personnel who either shall have access to the system of records or who shall develop or supervise procedures for handling records in the system of records shall be aware of their responsibilities and are properly trained to safeguard personal information being collected and maintained under the DLA Privacy Program.
 - ii. Prepare promptly any required new, amended, or altered system notices for the system of records and submit them through the DLA HQ Privacy Office to the Defense Privacy Office for publication in the Federal Register.
 - iii. Not maintain any official files on individuals, which are retrieved by name or other personal identifier, without first ensuring that a notice for the system of records shall have been published in the Federal Register. Willfully maintaining a system of records without meeting the publication requirements, as prescribed by 5 U.S.C. 552a, *The Privacy Act of 1974, as amended*, and DoD 5400.11 and DoD 5400.11-R, *Department of Defense Privacy Program*, I will be subject to possible criminal penalties and/or administrative sanctions.

Printed Name

Date Signed

Signature

DLA Organization Code

INSTRUCTIONS:

Keep a copy of this certification for yourself and give a signed and dated copy to your Supervisor.

⁴ **System Manager.** The DLA official who is responsible for the operation and management of a Privacy Act system of records.

⁵ **System of Records.** A group of records under the control of DLA from which personal information is retrieved by the individual's name or by some other identifying number, symbol, or other identifying particular assigned to an individual.