

**DEPARTMENT OF DEFENSE
Privacy Act Report For Calendar Year 1999**

1. Name and address of reporting agency:

Department of the Navy
Chief of Naval Operations
N09B30, 2000 Navy Pentagon
Washington, DC 20350-2000

2. Name and telephone number of agency official who can best answer questions about this report:

Sarah English, (202) 685-6583

3. Name and address of senior official responsible for agency's Privacy Act implementation:

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4. Name, postal address, e-mail address, and telephone number of agency Privacy Act Officer:

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ITEM 5	SYSTEMS OF RECORDS INVENTORY	1998	1999
1	Total number of <i>nonexempt</i> systems of records	249	229
2	Total number of <i>exempt</i> systems of records	21	21
3	Number of new <i>nonexempt</i> systems of records added	0	5
4	Number of new <i>exempt</i> systems of records added	0	0
5	Number of routine uses added	3	1
6	Number of exemptions added to existing systems	0	0
7	Number of exemptions deleted from existing systems	0	0
8	Total number of automated systems of records (exempt/nonexempt)	118	150

6. A brief narrative describing additions of exemptions, routine uses, or systems of records.

Exemptions: None added.

Routine uses: We added 1 routine use to N05813-1, Professional Responsibility/Ethics Files [e.g. To attorney licensing and/or disciplinary authorities as required to support professional responsibility investigations and proceedings.]

Systems of records: We added 5 PA systems of records: N01752-2, Transitional Compensation for Abused Dependents; N01752-3, Child Sexual Abuse (CSA) Case Management System; N01770-1, Reserve Disability Appellate Records; N06150-2, DoD Birth Defects Registry; and N12410-1, MWR Training Student Database.

7. A brief description of any public comments received on agency Privacy Act publication and implementation activities, and agency response.

None.

ITEM 8	ACCESS REQUESTS	1998	1999
1	Total number of requests for access	39,219	44,254
2	Number granted in whole	36,144	36,381
3	Number granted in part	1,234	3,384
4	Number wholly denied	1,000	985
5	Number for which no record was found	841	3,204

ITEM 8	AMENDMENT REQUESTS	1998	1999
6	Total number of requests to amend records in the system	71	13
7	Number granted in whole	61	9
8	Number granted part	6	0
9	Number wholly denied	4	4

ITEM 8	APPEALS OF DENIALS OF ACCESS	1998	1999
10	Total number of appeals of denials of access	8	13
11	Number granted in whole	1	2
12	Number granted in part	0	4
13	Number wholly denied	5	6
14	Number for which no records were found	2	1

ITEM 8	APPEALS OF DENIALS OF AMENDMENT	1998	1999
15	Total number of denials of amendment	3	1
16	Number granted in whole	0	0
17	Number granted in part	0	0
18	Number wholly denied	3	1

9. Number of instances in which individuals brought suit under section (g) of the Privacy Act against the agency and the results of any such litigation that resulted in a change to agency practices or affected guidance issued by OMB.

Three suits have been brought against the Navy. They are Barbara Schwarz, Joseph Sheridan, and William G. Sproule. All three cases are pending.

10. The results of reviews undertaken in response to paragraph 3a of Appendix I to OMB Circular A-130.

a. Section (m) Contracts: I certify that DON PA systems managers conducted a random sampling review of DON contracts that provide for the maintenance of a system of records on behalf of the agency in order to accomplish an agency function and that no discrepancies were found.

b. Record keeping Practices: I certify that CNO (N09B30) is working closely with the DON system managers and the Navy's Records Management Branch to ensure that our systems of records notices are reviewed and that they comply with the DON's records disposal instruction, SECNAVINST 5212.5. This is an on-going process due to the need of the records manager to seek approval from the National Archives and Records Administration for the retention of DON records. When a discrepancy is discovered, an amendment is submitted to correct the notice.

c. Routine Use Disclosures: I certify that my office routinely requests that DON PA systems managers have a review mechanism in place to ensure that each systems notice (to include routine use disclosures) are updated to reflect needed changes. Specifically, we target several commands annually to do an extensive review of their systems notices to ensure accuracy. Discrepancies, when discovered, are then quickly resolved.

d. Exemption of Systems of Records: I certify that my office contacts annually those PA systems managers that have Section (j) and (k) exemptions to determine if such exemptions are still needed.

e. Systems of Records Notices: I certify that we have a mechanism in place to ensure that all systems of records notices that have not been updated in three to five years are reviewed to determine if they require amendment, deletion, or alteration. As a result of the 1999 Presidential Review, we deleted 25 systems of records; amended 68 systems of records, altered 2 systems of records, and confirmed the accuracy of 17 systems of records.

11. Describe Privacy Act training practices.

In an effort to educate all personnel, this Department has placed several training aides on our PA web site. The training aides which consist of brief sheets and slide show are used to conduct on-site training.

In 1999, we also hosted a PA/FOIA Training Roundtable for over 55 PA/FOIA specialists at our major commands; conducted specialized training for naval activities in Bangor, Washington; and for newly assigned supervisors through our Human Resources Office training program.

Many of our commands provide training during legal symposiums and to newly assigned personnel as part of their indoctrination brief.