



DEFENSE MANPOWER DATA CENTER

Privacy Act Frequently Asked Questions (FAQ)

1. What information does DMDC have on me?

- Refer to the Defense Privacy and Civil Liberty Division PA web page. A complete listing of DMDC System of Records Notices (SORN) is available on this site. <http://dpcltd.defense.gov/Privacy/SORNs.aspx>

2. What is a System of Record Notice (SORN)?

- A SORN is published to educate the public on any System of Records on which the PA Act is applicable. The SORN will inform you of the type of data stored, personnel, system owner, storage procedures, location, and data access procedures.

3. Can I ask the DMDC Privacy Act Team to "Give me everything you have on me"?

- No. The regulations governing the PA Act state that requestors must address the request to the owner of a System of Record and describe the record so that an employee can find the file with a reasonable amount of effort. Please review the SORN from the DPCLTD web site provided above and make your request as specific as possible with respect to the System of Records.



4. "Why was my clearance denied?"

- The DMDC PA Team cannot answer that question. The Defense Manpower Data Center (DMDC) is not an Adjudication Facility, and has no authority to grant or deny a security clearance. The DMDC PA Team is not the authority for individuals to ask questions, appeal the denial of their employment, security clearance, or access privileges. If you have questions concerning your eligibility for employment, please contact your facility security officer and/or hiring/employment agency. If you have concerns regarding your security clearance or access privileges, please contact the Department of Defense Central Adjudication Facility (DoD CAF) at the following address: DoD Central Adjudication Facility, Attn: Privacy Act Office, 600 10th Street, Ft. Meade, MD 20755-5133.

5. "What is the status of my clearance investigation?"

- The DMDC PA Team cannot answer that question. The Defense Manpower Data Center (DMDC) is not involved in the investigative process. If you have questions concerning your investigation status, please contact your facility security officer and/or hiring/employment agency.

6. "Was this individual in the military, what type of Discharge did this individual receive?"

- This question is most regularly posed by authorized 3rd Party Requestors such as Law Enforcement Offices/ Police Departments/State Agencies during applicant screening or the hiring process. While it is possible that the answer to this question is contained within the content of our files, we are not the authoritative source to answer this question. Please visit the National Archive Record Administration (NARA) National Personnel Record Center at the following address: National Personnel Records Center, Military Personnel Records, 1 Archives Dr., St. Louis, MO 63138. Call the NPRC at 314.801.0800. Visit their web site for additional information. <http://www.archives.gov/veterans/military-service-records/>

7. "I request the most recent copy of my Personnel Security Investigation (PSI) or SF-86."

- DMDC maintains the PSI repository pre-2005. Please contact National Background Investigations Bureau, ATTN: FOIA/Privacy Office, P.O. Box 618, 1137 Branchton Road, Boyers, PA 16018-0618 for information on investigations post 2005. Please visit the NBIB web site for additional details and instructions on how to make a Privacy Act request with their agency. <https://nbib.opm.gov/foia-privacy-acts/requesting-and-amending-my-records/>.

8. "What is the protocol if I have discovered mistakes/errors in my record/s within a DMDC owned System of Records and I wish to have DMDC fix or amend my record/s."

- The burden of proof lies with the requestor. The applicant must adequately support the claim. Amendments are restricted to factual matters (ex. SSN/POB/DOB) and do not include matters of official judgement (ex. performance rating/promotion potential/job performance). Additional information regarding amendment of records can be found in DoD PA regulation, DoD 5400.11-R May 14, 2007, Chapter 3.3. A copy of this regulation can be found at <http://www.dtic.mil/whs/directives/corres/pdf/540011r.pdf>

9. "What kind of cost should I expect with a PA request?"

- There is no cost associated with a PA request, unless the request is a duplicate of records previously furnished.

10. "Can I send and receive my PA request via email to expedite the process?"

- Yes, but only if you possess the ability to adequately encrypt the data. If you are a member of the U.S. Armed Services, Federal Contractor, or a Civilian Employee, you will likely possess a Common Access Card (CAC). This card provides the ability to encrypt email.



Defense Manpower Data Center

Privacy Act Request

Instructions: Use of this document is optional, but recommended. You may use any written format for a Privacy Act (PA) request as long as it contains a description of the information you are requesting and sufficient Personally Identifiable Information (PII) data. Failure to provide the required information may result in no action being taken on the request. Completed forms should be submitted via fax, mail, or email. If submitting via email, you must ensure that the security of your email system uses adequate encryption for transmitting sensitive data. *Mail:* Attn: Privacy Act Team, DMDC, US Army Human Resource Command, 1600 Spearhead Div Ave. Dept. #548, (AHRC-PSI-DMDC), Ft. Knox, KY 40122 *Fax:* 502.613.2771 *Email:* DMDCPA@mail.mil

1. Type of Request

- PA Request** - I request my own records. In accordance with DoD 5400.11-R Chapter 3, May 14, 2007.
- PA Request/ 3rd Party** - I am legally appointed to request the records for someone other than myself. In accordance with DoD 5400.11-R Chapter 4.1.3, May 14, 2007. The subject of the records must fill out Section 5.
- PA Amendment Request** - I wish to amend my own records. In accordance with DoD 5400.11-R Chapter 3.3, May 14, 2007. The burden of proof rests with the record subject to illustrate how his/hers record is not accurate timely, relevant, or complete. Requestors are required to attach/submit additional material to this form to substantiate their request.

2. Requestor Information

Full Name:

Street Address:

City: State: Zip:

Country:

Optional:

Email: Phone:

3. Personally Identifiable Information

Social Security Number: *** See Section 7 for additional information about the disclosure of SSN*** Date of Birth:

City of Birth: State of Birth:

Country of Birth: Subject's Birth Name (if different from above):

4. Records Requested

Instructions: Please select the System/s of Records from which you are requesting records. A brief description of the record/s you are requesting is required for each System of Records. It is recommended that you review the Defense Privacy, Civil Liberties, and Transparency Division (DPCLTD) website for a complete listing of DMDC System of Record Notifications (SORN). The SORN's will assist you in identify the categories of records, categories of individuals, retention, and disposal regulations for each System of Record.

Failure to provide a description of the record sought will result the request not being processed. A request for a category of record not contained within the selected System of Record will result in the request not being processed. Accurate requests will result in expedited response time.

improved Investigative Record Repository (iIRR)

SORN Identifier: DMDC 11 DoD

Description of Record/s:

Joint Personnel Adjudication System (JPAS)

SORN Identifier: DMDC 12 DoD

Description of Record/s:

Defense Central Index of Investigations (DCII)

SORN Identifier: DMDC 13 DoD

Description of Record/s:

Continuous Evaluation Records for Personnel Security

SORN Identifier: DMDC 17 DoD

Description of Record/s:

Secure Web Fingerprint Transmission System (SWFT)

SORN Identifier: DMDC 19 DoD

Description of Record/s:

Defense Information System for Security (DISS)

SORN Identifier: DMDC 24 DoD

Description of Record/s:

5. *Optional*: Authorization to Release Information to a 3rd Party.

By completing this section, you authorize information relating to you to be released to another person, such as a family member or legal counsel. Pursuant to 5 USC subsection 552a(b), I authorize DMDC, Privacy Act Team to release my records (defined above) to:

Full Name of Recipient:

Address of Recipient:

Signature of Subject:

This release is authorized pursuant to one of the specific non-consensual conditions of disclosure. (Authorization/Documentation must be included as attachments)

6. Verification of Requestor's Identity.

*Unsworn declaration **Inside** of the United States of America; Sign and date this block if you are currently within the United States or a U.S. Territory.*

I am a U.S. Citizen or an alien lawfully admitted for permanent residence, and I declare under the penalty of perjury that the foregoing is true and correct.

Executed on:

Signature:

*Unsworn declaration **Outside** of the United States of America; Sign and date this block if you are currently within a foreign country or a foreign territory.*

I am a U.S. Citizen or an alien lawfully admitted for permanent residence, and I declare under the penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Executed on:

Signature:

7. Information Regarding the Disclosure of SSN.

The disclosure of the SSN by the requestor is voluntary. Without the requestor's SSN, DMDC may be unable to locate records pertaining to the requestor. The use of SSN's is necessary due to the large number of personnel in our Systems of Records with identical names and birth dates.

The only use of the SSN will be to locate a requestor's record. Use of the SSN is necessary to differentiate personnel with identical names and birth dates.

Use of the SSN by DMDC is authorized under the provisions of Executive Order 9397 (SSN)

Case Number

To be assigned by DMDC personnel only.

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