

*FB Supplement 1 to AR 340-21

DEPARTMENT OF THE ARMY
U.S. ARMY GARRISON, FORT BELVOIR
Fort Belvoir, Virginia 22060-5928

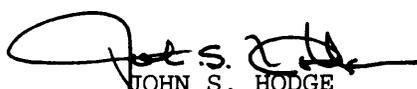
FB Supplement 1
to AR 340-21

16 January 1998

Office Management
THE ARMY PRIVACY PROGRAM

FOR THE COMMANDER:	DISTRIBUTION:
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History. This publication was last printed on 14 February 1996. This printing publishes changes made since that date.

Summary. This supplement establishes procedures and provides guidance on the implementation of the Privacy Act (PA) at Fort Belvoir, Virginia.

Applicability. This supplement applies to all elements of U.S. Army Garrison Fort Belvoir and those tenants that receive support from the Installation Records Manager (IRM).

Suggested Improvements. The proponent of this supplement is the Directorate of Information Management, U.S. Army Garrison Fort Belvoir. Users are invited to send comments and suggested improvements on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Directorate of Information Management, ATTN: Records Management, 10105 Gridley Road, Suite 100, Fort Belvoir VA 22060-5840.

*This supplement supersedes USAFB Supplement 1, dated 14 February 1996, to AR 340-21.

FB Supplement 1 to AR 340-21 (16 Jan 98)

AR 340-21, 5 July 1985, supplemented by MDW Supplement 1, dated 26 March 1990, and is further supplemented by FB Supplement 1 as follows:

Paragraph 1-9, Privacy Official. After subparagraph b add subparagraphs c and d.

c. The Chief of Records Management, Directorate of Support Services, Directorate of Information Management, is designated the Installation Privacy Act Official for U.S. Army Garrison Fort Belvoir and those tenants receiving support from the Installation Privacy Act Official.

d. Commanders and directors of U.S. Army Garrison Fort Belvoir and all tenant commands/activities serviced by the Installation Privacy Act Official will designate in writing a Privacy Act coordinator to administer an effective Privacy Act program within their command/activity. A copy of the appointment order will be furnished to Records Management, stop 5840. The Privacy Act coordinator will ensure the provisions of AR 340-21 and this supplement are complied with.

Paragraph 2-1, Access Under the Privacy Act. After subparagraph b add subparagraph c and d.

c. All written requests for access to individual records under the Privacy Act received by activities/units will immediately be forwarded to Records Management, 10101 Gridley Road, (building 315), stop 5840. Requests should be handcarried, if practical.

d. Records Management will immediately be notified if an oral request is made to acquire individual records or gain access to individual records. Individual receiving the oral request should verify from the requester, as a minimum, the following information:

- (1) Name.
- (2) Identification of records being requested.
- (3) Telephone number.
- (4) Address.
- (5) SSAN.
- (6) Date of birth (DOB).

Paragraph 2-10, Amendment of Records. After subparagraph f add subparagraph g.

g. All requests for amendment of records received by activities/units will immediately be forwarded to Records Management, 10101 Gridley Road, (building 315), stop 5840. Requests should be handcarried, if practical.

Paragraph 3-3, Disclosure to Third Parties. After subparagraph c, add subparagraph d.

d. Privacy Act Coordinators will ensure that MDW Form 12 (Desk Guidelines for Disclosing Personal Information to Third Parties) is posted on each desk of persons who routinely deal with the public (by telephone, in person, or letter). It contains references and information to be used in responding to requests for personal information. This form can be acquired from Blank Forms Warehouse, 10101 Gridley Road, (building 315).

Paragraph 4-2, Privacy Act Statement. After subparagraph b, add subparagraph c.

c. New and revised local forms submitted to Records Management for approval which are collecting personal information must have a Privacy Act statement submitted along with the form for approval by the Privacy Act Official.

Paragraph 4-6, System Notice. After subparagraph d, add subparagraph e.

e. Proposals for new systems, requests for changes, and other actions or system notices will be routed through Records Management, stop 5840.

Paragraph 4-8, Rules of Conduct. Add the following:

Privacy Act coordinators will ensure that new personnel are trained on safeguards established to protect the privacy of individuals. One way to accomplish this training would be to show the Privacy Act training film. This film may be obtained from the Fort Belvoir Visual Information Center, 5855 21st Street, (building 215), stop 5840.