

# PRIVACY ACT STATEMENT

(AR 340-21 & DA PAM 25-51)

## PERSONNEL PARTICIPATION AND SOCIAL ROSTERS (VOLUNTARY)

**AUTHORITY:** TITLE 10 UNITED STATES CODE, SECTION 3012.

**PRINCIPAL PURPOSE(S):** TO PROVIDE COMMANDERS AND SUPERVISORS WITH LOCATOR INFORMATION AND EMERGENCY NOTIFICATION DATA PERTAINING TO PRESENT AND FORMER MILITARY MEMBERS OR CIVILIAN EMPLOYEES AND IN SOME INSTANCES THEIR DEPENDENTS.

**ROUTINE USES:** 1. USED TO IDENTIFY INDIVIDUALS WORKING IN SPECIFIC FUNCTIONAL AREAS OR PARTICIPATING IN RECREATIONAL ACTIVITIES.

2. TO RECORD ATTENDANCE AND SCHEDULE TRAINING.

3. TO ADDRESS AND ROUTE MAIL.

4. TO DIRECT VISITORS TO THE ORGANIZATION.

5. TO NOTIFY PERSONNEL AND DEPENDENTS OF AWARDS, CEREMONIES, AND OTHER EVENTS.

6. USED TO ANSWER INQUIRIES FROM OTHER AGENCIES OF FEDERAL, STATE, AND LOCAL GOVERNMENT AND FROM THE GENERAL PUBLIC WHEN INFORMATION REQUESTED IS RELEASABLE UNDER THE FREEDOM OF INFORMATION ACT (AR 25-55) OR WHEN THE INDIVIDUAL HAS GIVEN PRIOR CONSENT FOR RELEASE OF PERSONAL DATA.

**MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:** DISCLOSURE OF INFORMATION IS VOLUNTARY. FAILURE TO DISCLOSE MAY DENY BENEFITS OF PARTICIPATION IN ACTIVITIES; MAY CAUSE INDIVIDUAL NOT TO RECEIVE CREDIT FOR TRAINING; RESULT IN CONFUSION AND DELAY IN FINANCIAL TRANSACTIONS; HINDER LOCATOR OR NOTIFICATION ACTION AS WARRANTED BY THE SITUATION.

### SECTION A - INDIVIDUAL INFORMATION (AS NEEDED)

NAME \_\_\_\_\_

SPOUSE'S NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

HOME TELEPHONE NUMBER \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE \_\_\_\_\_

### SECTION B - GROUP SIGNATURES (INFORMATION ALREADY AVAILABLE)

**I CONSENT  
TO HAVE REQUESTED INFORMATION LISTED**

SIGNATURE OF INDIVIDUAL

DATE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I DO NOT CONSENT  
TO HAVE REQUESTED INFORMATION LISTED**

SIGNATURE OF INDIVIDUAL

DATE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONTINUED ON REVERSE

