

# PRIVACY ACT STATEMENT

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

## PERSONNEL NOTIFICATION AND RECALL ROSTERS (MANDATORY)

**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. TO COMPILE LOCATOR INFORMATION OF KEY OFFICERS AND HOME PHONE NUMBERS FOR NOTIFICATION IN THE EVENT OF UNUSUAL EVENTS. USED WHEN GATHERING DATA FOR OFFICIAL PERSONNEL ROSTERS/REGISTERS WHERE DISCLOSURE IS MANDATORY.

**ROUTINE USES:** 1. USED INTERNALLY FOR OFFICIAL PURPOSES IN THE FOLLOWING INSTANCES:

- A. TO IDENTIFY INDIVIDUALS WORKING IN SPECIFIC FUNCTIONAL AREAS.
- B. TO ADDRESS AND ROUTE MAIL.
- C. TO DIRECT VISITORS TO THE ORGANIZATION
- D. TO RECALL EMPLOYEES TO DUTY DURING AN EMERGENCY.
- E. TO NOTIFY NEXT OF KIN IN THE EVENT OF AN EMERGENCY.
- F. TO IDENTIFY OFFICE/UNIT PERSONNEL AND DEPENDENTS FOR EMERGENCY EVACUATION.
- G. TO NOTIFY PERSONNEL AND DEPENDENTS OF AWARDS, CEREMONIES, AND OTHER EVENTS.

- 2. 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.
- 3. IN ADDITION IS USED BY CORPS OPERATIONS CENTER (COC) TO RECALL EMPLOYEES TO DUTY DURING AN EMERGENCY.
- 4. USED INTERNALLY FOR OFFICIAL PURPOSES IN THE EVENT OF UNUSUAL EVENTS WITHIN THE KEY PERSON'S FUNCTIONAL AREA.

**MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:**

DISCLOSURE OF INFORMATION IS MANDATORY. PART OF OFFICIAL DUTIES TO FURNISH DATA FOR USE IN CASE OF EMERGENCY. REFUSAL TO DISCLOSE INFORMATION MAY SUBJECT THE INDIVIDUAL TO DISCIPLINARY ACTION AND/OR COURT ACTION UNDER UCMJ.

### [ ] SECTION A - INDIVIDUAL INFORMATION (AS REQUIRED)

[ ] NAME \_\_\_\_\_

[ ] SPOUSE'S NAME \_\_\_\_\_

[ ] HOME ADDRESS \_\_\_\_\_

[ ] HOME TELEPHONE NUMBER \_\_\_\_\_

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SIGNATURE \_\_\_\_\_

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