

DATA REQUIRED BY THE PRIVACY ACT OF 1974
(5 U.S.C. 552a)

TITLE OF FORM

PRESCRIBING DIRECTIVE

1. AUTHORITY

2. PRINCIPAL PURPOSE(S)

3. ROUTINE USES

4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION

(AR 340-21, THE ARMY PRIVACY PROGRAM)
(DA PAM 25-51, THE ARMY PRIVACY PROGRAM - SYSTEM NOTICES AND EXEMPTION RULES)

"WHENEVER PERSONAL INFORMATION IS REQUESTED FROM AN INDIVIDUAL THAT WILL BECOME PART OF A SYSTEM OF RECORDS RETRIEVED BY REFERENCE TO THE INDIVIDUAL'S NAME OR OTHER PERSONAL IDENTIFIER, THE INDIVIDUAL WILL BE FURNISHED A PRIVACY ACT STATEMENT. THIS STATEMENT IS TO ENSURE THAT INDIVIDUALS KNOW WHY THIS INFORMATION IS BEING COLLECTED SO THEY CAN MAKE AN INFORMED DECISION ON WHETHER OR NOT TO FURNISH IT..." (AR 340-21, PARA 4-2A)*

THE PRIVACY ACT REQUIRES THAT, WHEN AN AGENCY SOLICITS INFORMATION FROM AN INDIVIDUAL FOR A SYSTEM OF RECORDS, IT MUST TELL THE INDIVIDUAL FIVE THINGS IN WRITING:

THE AUTHORITY FOR COLLECTING THE INFORMATION

THE 'AUTHORITY' MUST BE A STATUTE OR EXECUTIVE ORDER OF THE PRESIDENT THAT AUTHORIZES THE ARMY TO COLLECT THE PERSONAL INFORMATION REQUESTED.

THE PRINCIPAL PURPOSES FOR COLLECTING THE INFORMATION

THE INDIVIDUAL MUST BE TOLD WHY THE INFORMATION IS BEING SOUGHT. THE 'PRINCIPAL PURPOSES' REVEAL WHY THE INFORMATION IS BEING COLLECTED AND WHAT THE AGENCY INTENDS TO DO WITH IT.

THE ROUTINE USES WHICH MAY BE MADE OF THE INFORMATION

THE 'ROUTINE USES' IS DEFINED AS THE DISCLOSURE OF A RECORD FOR A PURPOSE WHICH IS COMPATIBLE WITH THE PURPOSE FOR WHICH IT WAS COLLECTED / CREATED. REFERS TO A DISCLOSURE OUTSIDE THE AGENCY THAT MAINTAINS THE RECORD. TELLS THE PROBABLE ROUTINE USES FOR WHICH THE INFORMATION MAY BE USED. THIS MAY BE A SUMMARY OF INFORMATION PUBLISHED IN THE APPLICABLE SYSTEM NOTICE.

WHETHER PROVIDING THE INFORMATION IS MANDATORY OR VOLUNTARY

WHETHER PROVIDING THE INFORMATION IS 'MANDATORY OR VOLUNTARY' DEPENDS ON WHETHER THE STATUTE OR EXECUTIVE ORDER PROVIDES PENALTIES FOR NOT PROVIDING THE INFORMATION.

THE EFFECTS, IF ANY, OF NOT PROVIDING THE INFORMATION

THE 'EFFECTS OF NOT PROVIDING THE INFORMATION' INDICATES WHAT WILL HAPPEN IF THE INFORMATION IS NOT SUPPLIED IN WHOLE OR IN PART. THE INDIVIDUAL MUST BE TOLD WHAT, IF ANY, EFFECTS WILL ACCRUE TO HIM/HER FOR FAILURE TO PROVIDE THE REQUESTED INFORMATION.

* A SYSTEM OF RECORDS IS A GROUP OF ANY RECORDS UNDER THE CONTROL OF ANY AGENCY FROM WHICH INFORMATION IS RETRIEVED BY THE NAME OF THE INDIVIDUAL OR BY SOME IDENTIFYING PARTICULAR ASSIGNED TO THE INDIVIDUAL.