

# Summary of Changes

USMEPCOM Regulation 25-52, April 28, 2008  
Information Management: Records Management  
Management and Disclosure of Command Information

**This rapid revision has extensive changes throughout. Changes have not been identified.**

DEPARTMENT OF DEFENSE  
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation  
No. 25-52

April 28, 2008

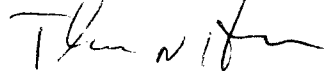
**Effective date: June 9, 2008**

**Information Management: Records Management  
MANAGEMENT AND DISCLOSURE OF COMMAND INFORMATION**

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FOR THE COMMANDER:

OFFICIAL:



Thomas N. Henson  
Director, J-1/Human Resources

D. R. O'Brien  
Deputy Commander/Chief of Staff

DISTRIBUTION:

A (Electronic only publication)

**Summary.** This regulation establishes policies and procedures for the management and disclosure of information under the jurisdiction of the United States Military Entrance Processing Command (USMEPCOM). Changes the regulation's title from "Release of Information" to "Management and Disclosure of Command Information."

**Applicability.** This regulation applies to USMEPCOM personnel at all levels.

**Supplementation.** Supplementation of this regulation and establishment of forms is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MHR-SS, 2834 Green Bay Road, North Chicago, IL 60064-3094.

**Suggested improvements.** The proponent agency of this regulation is HQ USMEPCOM, ATTN: MHR-SS. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to HQ USMEPCOM, ATTN: MHR-SS, 2834 Green Bay Road, North Chicago, IL 60064-3094.

**Management control process.** This regulation contains management control provisions. The Army management control checklist is found in Army Regulation (AR) 25-55 (The Department of the Army Freedom of Information Act), appendix H.

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\*This regulation supersedes USMEPCOM Regulation 25-52, March 31, 2005.

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## **Chapter 1 General**

### **1-1. Purpose**

The purpose of this regulation is to provide guidance to United States Military Entrance Processing Command (USMEPCOM) personnel responsible for the management and disclosure of USMEPCOM information/records.

### **1-2. References**

References are listed in appendix A.

### **1-3. Abbreviations**

Abbreviations used in this regulation are explained in the glossary.

### **1-4. Responsibilities**

**a. Commander, USMEPCOM** will implement the Freedom of Information Act (FOIA) and Privacy Act (PA) programs commandwide.

**b. Director, J-1/Human Resources** will oversee the execution of the FOIA and PA programs.

**c. USMEPCOM FOIA/PA Officer will:**

- (1) Manage the FOIA and PA programs.
- (2) Process all FOIA/PA requests, submitted in writing, to HQ USMEPCOM, sectors, and MEPSs.
- (3) Acknowledge receipt of written FOIA/PA requests.
- (4) Perform privacy assessment for official USMEPCOM forms.
- (5) Maintain and update the USMEPCOM FOIA/PA officers' points of contact list.
- (6) Accomplish the Department of Defense annual FOIA report.
- (7) Perform a HQ USMEPCOM privacy review.
- (8) Provide FOIA/PA training to HQ USMEPCOM personnel and sector FOIA/PA officers.
- (9) Provide FOIA/PA training to new HQ USMEPCOM employees within 60 days of arrival.
- (10) Update FOIA/PA items in the USMEPCOM IG Administrative Checklist.
- (11) Perform Privacy Impact Assessment (PIA) privacy review.
- (12) Update this regulation as needed.

**d. Deputy Command Legal Counsel, HQ USMEPCOM**, will serve as the alternate USMEPCOM FOIA/PA Officer in the absence of the USMEPCOM FOIA/PA Officer.

**e. Inspector General, USMEPCOM**, will forward requests for USMEPCOM Inspector General (IG) records to the Department of Defense Inspector General according to Army Regulation (AR) 20-1 (Inspector General Activities and Procedures), chapter 3.

**f. Director, J-6/USMEPCOM Information Management, HQ USMEPCOM, will:**

(1) Ensure personal and sensitive information in computer systems/databases are in compliance with the FOIA and PA guidelings.

(2) Ensure the link to the DOD PIA Web page is placed in USMEPCOM Intranet and Internet home pages.

**g. Sector and military entrance processing station (MEPS) commanders will:**

(1) Implement the FOIA and PA programs at his or her level.

(2) Designate, in writing, a primary and alternate FOIA/PA officer to execute the FOIA and PA programs.

**h. Sector and MEPS FOIA/PA officers will:**

(1) Execute the FOIA and PA programs.

(2) Forward written FOIA/PA requests, acknowledgement letters, and documents (if any) to the USMEPCOM FOIA/PA Officer, HQ USMEPCOM, Human Resources Directorate, Support Services Division.

(3) Review and approve unit Privacy Act Statements (PASs).

(4) Provide FOIA/PA training to unit personnel.

(5) Perform a unit privacy review.

**i. MEPS files room personnel** will seek guidance from their unit FOIA/PA officer before releasing documents.

**j. USMEPCOM personnel** will collect, maintain, and disclose information according to this regulation.

**1-5. Statutory authority**

FOIA and PA guidance in this regulation is not inclusive. Users are ***required*** to use this regulation with AR 25-55 (Freedom of Information Act) and AR 340-21 (The Army Privacy Act Program).

**1-6. Additional duty appointments**

**a. Appointment memorandum.** The FOIA/PA officer duty is an additional duty appointment at sectors and MEPSs. Sector and MEPS commanders will designate, by memorandum, a primary and alternate FOIA/PA officer. File a copy of each additional duty appointment memorandum under record number (RN) 1b; see appendix A, section VI, for disposition instructions.

**b. Format.** The additional duty memorandum format will include the required regulation(s) needed to perform the duty, type appointment, appointee's full name, rank/grade, position title, work telephone and facsimile numbers, and work e-mail address (see fig. 1-1). Consolidated additional duty memorandums that include FOIA/PA appointments will be accepted.

**1-7. FOIA/PA training**

Improper release of information can be harmful to the individual releasing the information, personnel the record pertains to, and USMEPCOM. FOIA/PA officers will provide FOIA/PA training to unit personnel at least every 2 years.

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LETTERHEAD

MCO-EXX

March 1, 2008

MEMORANDUM FOR J-1/MHR-SS

(ATTN: Ms. Somebody)

SUBJECT: Additional Duty Appointment (FOIA/PA Officer)

References: (a) USMEPCOM Regulation 25-52, Management and Disclosure of Command Information  
(b) Army Regulation 25-55, Freedom of Information Act  
(c) Army Regulation 340-21, The Army Privacy Program

The individual(s) below, has been appointed to perform the primary/alternate Freedom of Information Act/Privacy Act (FOIA/PA) officer duties for the Somewhere Military Entrance Processing Station.

**FOIA/PA Officer (Primary):**

Name: Sherri A. Doe  
Rank/grade: CPT  
Position: Operations Officer  
Telephone: 555-123-4567  
Fax: 555-123-5678  
E-mail: sherri.a.doe@mepcom.army.mil.

**FOIA/PA Officer (Alternate):**

Name: Jane L. Doe  
Rank/grade: GS 6  
Position: Secretary  
Telephone: 555-123-4568  
Fax: 555-123-5678  
E-mail: jane.l.doe@mepcom.army.mil

/SIGNED/  
Jefferson Doe  
Major, USAF  
Commanding

cc:  
Sector FOIA/PA Officer  
USMEPCOM FOIA/PA Officer

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**Figure 1-1. Sample of a MEPS additional duty appointment memorandum**

## **Chapter 2 FOIA/PA Requests**

### **2-1. Requests made in writing**

**a. Sectors and MEPSs FOIA/PA officers.** Sectors and MEPSs FOIA/PA officers will send written requests, acknowledgement letters, and requested documents (if any) to e-mail address [foia@mepcom.army.mil](mailto:foia@mepcom.army.mil).

**b. Other USMEPCOM personnel.** USMEPCOM personnel receiving written requests for documents will forward the request to their unit FOIA/PA officer for action. Written requests for personal information must contain the requester's signature. When there is no requester's signature, the acknowledgement letter will indicate that a new request with a signature is required. Medical records will not be released until a PA review has been accomplished by the FOIA/PA officer. The FOIA/PA officer will coordinate with the MEPS physician as required.

### **2-2. Requests made in person**

Proper identification (e.g., drivers license, school ID, etc.) is required for individuals requesting agency records. Prior to release, a PA review will be accomplished. Medical records indicating an applicant has a psychological/mental disorder will be released only to a physician. If this is the case, a written request is required. The request must contain the name and address of the physician the records will be sent to. Process as a normal written request.

### **2-3. Letter of acknowledgment**

**a. HQ USMEPCOM.** USMEPCOM FOIA/PA will acknowledge requests sent directly to HQ USMEPCOM (does not include requests sent from sectors and MEPSs), within 5 workdays.

**b. Sectors.** The sector FOIA/PA officer will prepare an acknowledgment letter to the requester within 5 workdays. The letter will specify the request has been received and forwarded to higher headquarters for action. E-mail a copy of the request, acknowledgement letter, and documents (if any) to the USMEPCOM FOIA/PA Officer, HQ USMEPCOM, at [foia@mepcom.army.mil](mailto:foia@mepcom.army.mil).

**c. MEPSs.** The MEPS FOIA/PA officer will prepare the acknowledgment letter to the requester within 5 workdays. The letter will specify the request has been received and forwarded to higher headquarters for action. E-mail a copy of the request, acknowledgment letter, and documents (if any) to USMEPCOM FOIA/PA at [foia@mepcom.army.mil](mailto:foia@mepcom.army.mil). Furnish a copy of the request and acknowledgment letter to the sector FOIA/PA officer.

### **2-4. Disclosure to third parties**

Immediately forward written requests for information to the appropriate FOIA/PA officer for action. Individuals releasing information on a routine basis will adhere to FOIA/PA according to this regulation, AR 25-55, and AR 340-21.

### **2-5. USMEPCOM Inspector General (IG) records**

The only forwarding official for USMEPCOM IG records is the Department of the Army (DA) Inspector General. Requests for USMEPCOM IG records will be sent to the USMEPCOM Inspector General's office (MIG) HQ USMEPCOM. The USMEPCOM FOIA/PA Officer will forward FOIA requests for USMEPCOM IG records to MIG. MIG personnel will reply to the requester whether a record exists or does not exist. File a copy of the reply under RN 20-1e; disposition in appendix A, section VI. MIG personnel will provide a copy of the reply to the USMEPCOM FOIA/PA Officer (MHR-SS). When there are records, MIG personnel will forward the documents to the Records Release Office, HQDA (ATTN: SAIG-ZXR), 2511 Jefferson Davis Highway, Arlington, VA 22202-3912. USMEPCOM IG personnel



will forward IG records according to AR 20-1, chapter 3. MIG personnel may send records by e-mail or facsimile. Records sent by e-mail or facsimile will contain the following statement, which will precede the information being sent:

“INSPECTOR GENERAL SENSITIVE INFORMATION-FOR OFFICIAL USE ONLY:

The information contained in this e-mail, facsimile, and any accompanying attachments may contain Inspector General sensitive information and is predecisional, which is protected from mandatory disclosure under the Freedom of Information Act, Title 5, United States Code, Section 552. It will not be released to unauthorized persons. If you are not the intended recipient of this information, any disclosure, copying, distribution, or the taking of any action in reliance on this information is prohibited. If you received this e-mail or facsimile in error, please notify the USMEPCOM Inspector General immediately by return e-mail or facsimile, or by calling 847-688-2448.”

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LETTERHEAD

(Month, date, year)

Name

Address

City, State, ZIP Code

Dear Mr./Ms. XX:

Your letter, dated (month, date, year) was received on (month, date, year). Your request for records has been forwarded to the USMEPCOM FOIA/PA Officer for a direct reply to you. The USMEPCOM FOIA/PA Officer point of contact information is below.

HQ USMEPCOM  
ATTN: USMEPCOM FOIA/Officer  
2834 Green Bay Road  
North Chicago, IL 60064-3094  
Office: XXX-XXX-XXXX, ext. XXXX  
Fax: XXX-XXX-XXXX  
E-mail: [foia@mepcom.army.mil](mailto:foia@mepcom.army.mil)

If I can be of further assistance, please feel free to contact me, the undersigned, at the address on the letterhead above, by telephone: XXX-XXX-XXXX, ext. XXX; or by e-mail: XX@mepcom.army.mil.

Sincerely,

/SIGNED/  
Sherri A. Doe  
FOIA/PA Officer

cc:  
Sector FOIA/Officer  
USMEPCOM FOIA/PA Officer

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**Figure 2-1. Sample of a MEPS acknowledgment letter to requester**

## **Chapter 3**

### **Collection and Disclosure of Personal Information**

#### **3-1. PAS**

Local forms and documents used to collect personal data from an individual will contain a PAS. Proponents of forms/documents will develop the PAS, as required, and seek legal counsel, as necessary, to validate the statutory authority of the PAS. The PAS will be legally accurate regarding the consequences on persons for not providing the requested data. Automated systems used to collect personal information may contain an electronic PAS within the system or have a visible poster next to the system. The PAS will be reviewed and approved by the FOIA/PA officer.

#### **3-2. USMEPCOM system of records notices**

System of records notices are documents published in the Federal Register to inform the public of the records the Army maintains on them. The public may request access or amendment to the records. USMEPCOM system of records notices published in the Federal Register are A601-270USMEPCOM DOD and A601-222USMEPCOM. HQ USMEPCOM proponents of system of records notices A601-270USMEPCOM DOD and A601-222USMEPCOM will ensure their notice is up to date. Changes to a notice will be sent to the USMEPCOM FOIA/PA Officer. The USMEPCOM FOIA/PA Officer will forward new and updated notices for review and approval to the Headquarters, Department of the Army, Records Management and Declassification Agency. Approved USMEPCOM system notices are published in the Federal Register.

#### **3-3. USMEPCOM Form 25-52-1-R-E (Privacy Act Information for Desk Top)**

USMEPCOM Form 25-52-1-R-E will be placed on top of each working desk top. It is used as a quick reference to identify what type of personal information an individual can release when the requester verbally requests personal information pertaining to USMEPCOM personnel. The form is available electronically at <https://mepnet.mepcom.army.mil> (official USMEPCOM publications/forms intranet Web site) and <http://www.mepcom.army.mil> (USMEPCOM publications/forms Internet Web site).

#### **3-4. Personal information contained in computer systems**

a. The goal of the Department of Defense (DOD) is to ensure personal information in electronic form is only acquired and maintained when necessary, and that the supporting information technology that is being developed and used protects and preserves the privacy of the American public. To effectively address privacy factors for new or significantly altered information technology systems or projects collecting information in identifiable form about U.S. citizens or lawful permanent resident aliens, the Director, Information Management (J-6/MIT) will accomplish privacy impact assessments (PIAs) for USMEPCOM computer systems. DOD PIA authority is DOD Memorandum, October 18, 2005, Subject: Department of Defense (DOD) Privacy Impact Assessment (PIA) Guidance, [http://www.defenselink.mil/cio-nii/docs/DoD\\_PIA\\_Guidance\\_Oct\\_28\\_2005.pdf](http://www.defenselink.mil/cio-nii/docs/DoD_PIA_Guidance_Oct_28_2005.pdf).

b. The Director, J-6/MIT will initiate PIAs according to DOD's PIA guidance at [http://www.dla.mil/public\\_info/efoia/DODPIAGuidance.doc](http://www.dla.mil/public_info/efoia/DODPIAGuidance.doc) with the individuals below. The individuals below will review and approve their portion(s) of the PIA. Director, J-6/MIT will forward completed PIAs to the Department of the Army, Chief, Information Technology Officer for review and approval. The Army, Chief, Information Technology Officer will forward USMEPCOM PIAs to the DOD PIA authority for approval. Approved USMEPCOM PIAs are posted to the DOD PIA site at <http://www.army.mil/ciog6/links/privacyimpact.html>. Director, J-6/MIT will ensure USMEPCOM intranet and Internet Web site homepages contain a link to the DOD PIA Web site. File approved copies of USMEPCOM PIAs under RN 340; see appendix A, section VI, for disposition instructions.

- (1) Information Assurance Program Manager (J-6/MIT).

April 28, 2008

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- (2) USMEPCOM FOIA/Privacy Officer (J-1/MHR-SS).
- (3) Deputy Commander/Chief of Staff.

## **Chapter 4 Filing, Tracking, and Transmitting Requested Information**

### **4-1. Filing requirements**

File the original request, replies granting access or denying access to all or part of the requested information; replies stating the inability to identify records or nonexistence of requested records, fees charged; and other related information under RN 25-55a2 (see app. A, section VI, for disposition instructions).

### **4-2. FOIA/PA tracking log**

Sectors and MEPSs FOIA/PA officers will establish a tracking log to track FOIA requests sent to the USMEPCOM FOIA/PA Officer for action. The log will include, at a minimum, date the request was received, name of the requester, brief description of the request, date request was forwarded to the USMEPCOM FOIA/PA Officer, and date the request was finalized. The USMEPCOM FOIA/PA Officer will acknowledge receipt via e-mail. The USMEPCOM FOIA/PA Officer will forward a copy of the final reply to the FOIA/PA officer via e-mail. The USMEPCOM FOIA/PA Officer will use the Army's Freedom of Information Act Computerized Tracking System process USMEPCOM FOIA/PA requests.

### **4-3. Transmitting personal information by electronic media**

Documents containing personal and/or sensitive information will be protected when transmitted electronically by e-mail or facsimile. Unless requested by the USMEPCOM FOIA/PA Officer, do not send original documents by regular mail. When original documents are requested by the USMEPCOM FOIA/PA Officer, send by regular mail; **DO NOT** write verbiage on the envelope that implies the documents are sensitive. For guidance on transmitting IG records by e-mail or facsimile, see paragraph 2-4.

**a. Electronic-mail (e-mail) and facsimile.** Place the message, below, on the first page of an e-mail or facsimile transmission containing personal and/or sensitive data. All e-mail will be digitally signed and encrypted. Individuals sending personal and/or sensitive data by e-mail, will type the entire message in red bold letters.

#### **“IMPORTANT MESSAGE**

This message is only for the individual(s) and/or entity(ies) for which it is addressed. The attached documents may contain information that is privileged, confidential, and exempt from disclosure under applicable laws. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the recipient, you are hereby notified that any copying and distribution of the attached documents is strictly prohibited.

If you have received this communication in error, please contact the originator immediately for further guidance. If the originator does not respond within 2 business days, please return all documents (via the United States Postal Service) to:

Headquarters, U.S. Military Entrance Processing Command  
ATTN: MHR-SS (USMEPCOM FOIA/PA Officer)  
2834 Green Bay Road  
North Chicago, IL 60064-3094”

**b. Computer systems/databases.** When releasing personal and/or restricted data by computer systems/databases, computer security officers will comply with PA guidelines in this regulation, AR 340-21, and AR 25-1 (Army Knowledge Management and Information Technology).

**4-4. Lost, stolen, or misuse of record containing personal or sensitive information**

a. USMEPCOM personnel will report to their unit FOIA/PA officer lost, stolen, or misuse of records containing personally identifiable information pertaining to an applicant, Service member, civilian employee (appropriated or nonappropriated fund), family member, or another individual affiliated with USMEPCOM (e.g., volunteer). This policy also applies to contractors who collect, maintain, use, or disseminate protected personal information on behalf of USMEPCOM.

b. Sectors and MEPSs FOIA/PA officers will report the incident via e-mail to the USMEPCOM FOIA/PA Officer Freedom of Information Act/Privacy Act (FOIA/PA) Officer, HQ USMEPCOM, Human Resources Directorate, Support Services Branch, within 1 hour of the notification. The USMEPCOM FOIA/PA Officer will prepare and report the incident to HQDA and US-CERT in accordance with DOD and DA guidelines.

## **Appendix A References**

**Note:** Information in the links below may change. Users should periodically check the appropriate link to ensure references/information is current.

### ***Section I***

#### ***Required Publications***

(The publications needed to comply with this regulation.)

#### **AR 20-1**

Inspector General Activities and Procedures. Cited in paragraph 1-4e.

**Internet Web site:** [http://docs.usapa.belvoir.army.mil/jw2/xmldemo/r20\\_1/head.asp](http://docs.usapa.belvoir.army.mil/jw2/xmldemo/r20_1/head.asp)

#### **AR 25-55**

Freedom of Information Act. Cited in paragraph 1-5.

**Internet Web site:** [http://docs.usapa.belvoir.army.mil/jw2/xmldemo/r25\\_55/head.asp](http://docs.usapa.belvoir.army.mil/jw2/xmldemo/r25_55/head.asp)

#### **AR 340-21**

The Army Privacy Program. Cited in paragraph 1-5.

**Internet Web site:** [http://docs.usapa.belvoir.army.mil/jw2/xmldemo/r340\\_21/head.asp](http://docs.usapa.belvoir.army.mil/jw2/xmldemo/r340_21/head.asp)

### ***Section II***

#### ***Related Publications***

(These publications are a source of additional information. Users may read them to better understand the subject, but do not have to read them to comply with this regulation.)

#### **A601-222USMEPCOM**

Armed Services Military Accession Testing

**Internet Web site:** [http://www.defenselink.mil/privacy/notices/army/A0601-222\\_USMEPCOM.html](http://www.defenselink.mil/privacy/notices/army/A0601-222_USMEPCOM.html)

#### **A601-270USMEPCOM DOD**

U.S. Military Processing Command Integrated Resources System (USMIRS)

**Internet Website:**

[http://www.defenselink.mil/privacy/notices/army/A0601-270\\_USMEPCOM\\_DoD.html](http://www.defenselink.mil/privacy/notices/army/A0601-270_USMEPCOM_DoD.html)

#### **AR 25-1**

Army Knowledge Management and Information Technology. Cited in paragraph 4-3b.

**Internet Web site:** [http://docs.usapa.belvoir.army.mil/jw2/xmldemo/r25\\_1/head.asp](http://docs.usapa.belvoir.army.mil/jw2/xmldemo/r25_1/head.asp)

#### **AR 25-400-2**

The Army Records Information Management System (ARIMS)

**Internet Web site:** [http://docs.usapa.belvoir.army.mil/jw2/xmldemo/r25\\_400\\_2/head.asp](http://docs.usapa.belvoir.army.mil/jw2/xmldemo/r25_400_2/head.asp)

### ***Section III***

#### ***Prescribed Publications***

(Publications prescribed by this regulation.)

None

### ***Section IV***

#### ***Required Forms***

(The forms needed to comply with this regulation.)

None

**Section V**  
**Prescribed Form**

(The form prescribed by this regulation.)

**USMEPCOM Form 25-52-1-R-E**

Privacy Act Information for Desk Top. Cited in paragraph 3-3.

**MEPNET Web site:** [\\mepcom-a7-00\common\New Folder \(2\)\MEPNET\\_DOCS\Forms\25-52-1-R-E.xfdl](\\mepcom-a7-00\common\New Folder (2)\MEPNET_DOCS\Forms\25-52-1-R-E.xfdl)

**Internet Web site:** <http://www.mepcom.army.mil/publications/pdf/forms/f-0025-052-01.pdf>

**Section VI**  
**Required Record Numbers**

(The record numbers this regulation prescribes for the user to file specific documents.)

**Note:** The disposition instructions below may change. To ensure disposition instructions are current, users should periodically check the appropriate link below.)

**1b**

General office management. Cited in paragraph 1-6a.

**KN.** Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

**Internet Web site:** <https://www.arims.army.mil/ARIMS/RRSA/ViewDetail.aspx?InstructID=15582>

**20-1e**

IG investigations and inquiries involving nonsenior officials (Unsubstantiated Allegations), and Assistance cases. Cited in paragraph 2-5.

**KE3.** Event is case is closed. Keep in CFA until event occurs, then destroy 3 years after the event.

**Internet Web site:** <https://www.arims.army.mil/ARIMS/RRSA/ViewDetail.aspx?InstructID=14940>

**25-55a2**

FOIA requests, access, and denials. Cited in paragraph 4-1.

**KE6.** Event is after date of reply. Keep in CFA until event occurs; destroy 6 years after event. If appealed, withdraw and file under RN 25-55c1 or 25-55c2.

**Internet Web site:** <https://www.arims.army.mil/ARIMS/RRSA/ViewDetail.aspx?InstructID=14949>

**340**

General office management correspondence files. Cited in paragraph 3-4b.

**KEN.** Event is 2 years after cutoff on action documents or when no longer needed for current operations for nonaction documents; whichever applies. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**Internet Web site:** <https://www.arims.army.mil/ARIMS/RRSA/ViewDetail.aspx?InstructID=15046>



**Glossary**

**AR**

Army regulation

**DA**

Department of the Army

**FOIA**

Freedom of Information Act

**HQDA**

Headquarters, Department of the Army

**HQ USMEPCOM**

Headquarters, United States Military Entrance Processing Command

**IG**

Inspector General

**MEPS**

military entrance processing station

**PA**

Privacy Act

**PAS**

Privacy Act Statement

**PIA**

privacy impact assessment

**RN**

record number

**USMEPCOM**

United States Military Entrance Processing Command