

DEPARTMENT OF DEFENSE
HEADQUARTERS UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2500 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Supplement 1
to AR 340-21

2 June 1987

Office Management
THE ARMY PRIVACY PROGRAM

Issue of further supplements to this regulation is prohibited.

Internal control systems. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklists for conducting internal reviews. Those are being developed and will be published at a later date.

AR 340-21, 5 July 1985, is supplemented as follows:

Page 1, Contents. Add the following above the GLOSSARY:

APPENDIX A - USMEPCOM Form 340-21 (Privacy Act and Freedom of Information for Desk Top).	Page A-1
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Page 3, paragraph 1-4, Responsibilities. Add subparagraphs f and g after subparagraph e.

f. The Director, Personnel and Administration will supervise the privacy program throughout the command.

g. Sector and Military Entrance Processing Station (MEPS) Commanders will supervise and execute the privacy program within their command to include respective substations.

Page 4, paragraph 1-9, Privacy official. Add the following to subparagraph a.

(1) The Director, Personnel and Administration will designate a Command Privacy Act Official to coordinate the program and accomplish the duties outlined in AR 340-21, paragraph 1-9.

(2) Sector commanders will designate a Privacy Act Coordinator to accomplish the duties outlined in AR 340-21, paragraph 1-9b (1), (3) and (4). A copy of the appointment will be forwarded to HQ USMEPCOM, ATTN: MEPCPA-AR.

(3) Military Entrance Processing Station (MEPS) Commanders will designate a Privacy Act Coordinator. to accomplish the duties outlined in

*This supplement supersedes USMEPCOM Supplement 1 to AR 340-21, 18 July 1983.

AR 340-21, paragraph 1-9b (1), (3) and (4). A copy of the appointment will be forwarded to the sector and one copy to HQ USMEPCOM, ATTN: MEPCPA-AR.

Page 4, paragraph 2-2, Notifying the individual. Add the following subparagraphs to paragraph 2-2:

a. The command Privacy Act official will:

(1) Promptly process Privacy Act requests received at HQ, and from sectors and MEPS, in accordance with AR 340-21.

(2) Consult the Command Adjutant General (AG) for guidance as needed when processing requests, preparing a systems notice, determining a need for Privacy Act statements, and any other Privacy Act matters requiring the AG's assistance.

(3) Furnish sector and MEPS Privacy Act. coordinator a record file copy, with appropriate action taken.

(4) Assist sector and MEPS privacy coordinators as. necessary.

(5) Accomplish reporting requirements as required by HQ DA (DAAG-AMR-S) under AR 340-21, paragraph 4-7.

(6) Ensure that records in the command, :subject to the Privacy Act, are described properly by a published system notice.

(7) Inform the staff on guidelines, regulations, release of information and denial as required.

(8) Assist staff activities on Privacy Act statements for forms, form letters, etc.

b. Sector Privacy Act officials will:

(1) Within 10 workdays, acknowledge receipt of a Privacy Act request by writing to the requester. The letter of acknowledgement will state that the request has been forwarded to higher headquarters for action.

(2) Notify the command Privacy Act official, HQ USMEPCOM, ATTN: MEPCPA-AR, by telephone and dez a copy of the request and a copy of the acknowledgment letter. The command Privacy Act official will inform the sector regarding records to be forwarded to HQ or am other action needed.

(3) Ensure that a completed USMEPCOM Form 340-21 (Privacy Act and Freedom of Information for Desk Top) is on all desk tops of assigned personnel. The form may be obtained through normal supply channels.

c. MEPS Privacy Act coordinator will:

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(1) Within 10 workdays, acknowledge receipt of a Privacy Act request by writing to the requester. The letter of acknowledgement will state that the request has been forwarded to higher headquarters for action.

(2) Notify the command and sector Privacy Act Coordinator of the request by telephone.

(3) Dex a copy of the request and the letter of acknowledgment to the command Privacy Act official, HQ USMEPCOM, ATTN: MEPCPA-AR.

(4) Ensure that a completed USMEPCOM Form 340-21 (Privacy Act and Freedom of Information for Desk Top) is on all desk tops of assigned personnel.

Page 4, paragraph 2-3, Relationship between the Privacy Act and the Freedom of Information Act. Add the following to paragraph 2-3:

Freedom of Information requests will be processed the same as Privacy Act requests and will be immediately forwarded to the Privacy Act Official for action in accordance with AR 340-21, paragraph 2-2 and this supplement.

Page 5, paragraph 2-5, Medical records. Add the following to paragraph 2-5:

Written and personal requests for medical records will be processed as follows:

a. Requests made in person: .The MEPS physician will review all medical records prior to release for reasons described in paragraph 2-5 above.

b. Requests made by mail: Written requests from applicants, employees, former military personnel, lawyers, etc., will be referred to the Privacy Act official and processed is accordance with paragraph 2-2 above.

Page 6, paragraphs 3-3 Disclosure to third parties. Add subparagraph (e) after subparagraph b (3) (d):

(e) All written requests for information under the Privacy Act or Freedom of Information Act will be immediately forwarded to the MEPS, or sector coordinator or Command Privacy Act official for action as applicable. Individuals who deal with the public will closely adhere to the Freedom of Information and Privacy Act policies for disclosing information. USMEPCOM Form 340-1 will be placed on top of each desk of personnel assigned to USMEPCOM.

Page 7, paragraph 4-2, Privacy Act Statement. Add paragraph c after paragraph b:

c. Policy for collecting 'personal data from an individual will be in accordance with paragraph 4-2 above. Forms created by USMEPCOM personnel and used to collect personal data from an individual will contain Privacy Act Statements. Proponents of forms will develop Privacy Act Statements, as

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required, and see legal counsel, as necessary, to validate the statutory authority of the statement. Statements should be legally accurate regarding the effects on persons for not providing the requested data.

(MEPCPA-AR)

FOR THE COMMANDER:

OFFICIAL:

JOHN A. ALLARD
Colonel, USA
Chief of Staff

A handwritten signature in black ink, appearing to read "G. R. Iverson", with a long horizontal line extending to the right.

GEORGE R: IVERSON
Colonel, GS
Director, Personnel
and Administration

DISTRIBUTION:

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APPENDIX A

PRIVACY ACT INFORMATION FOR DESK TOP													
<p>For use of this form see USMEPCOM Suppl 1 to AR 340-21. Inquiries regarding personal-type information about a member of this unit or office will be answered in accordance with AR 340-21 (The Army Privacy Program). The following information has been extracted from AR 340-21 to assist you.</p> <p>Individual home addresses will not be disclosed without prior written consent of the individual(s) involved. (Be sure you see the written consent and recognize the individual(s) signature(s)).</p> <p>The following items of personal information pertaining to military personnel may be disclosed without an unwarranted invasion of personal privacy and without violating the Privacy Act of 1974:</p> <table border="0"> <tr> <td>1. Name.</td> <td>7. Office or duty phone Nos.</td> </tr> <tr> <td>2. Rank.</td> <td>8. Promotion sequence No.</td> </tr> <tr> <td>3. Date of Rank.</td> <td>9. Awards & decorations.</td> </tr> <tr> <td>4. Gross salary.</td> <td>10. Educational level.</td> </tr> <tr> <td>5. Present and past duty assignments.</td> <td>11. Duty status.</td> </tr> <tr> <td>6. Future assignments officially established.</td> <td></td> </tr> </table> <p>The following information may be disclosed on civilian employees:</p> <ol style="list-style-type: none"> 1. Name and present and past position titles, grades, salaries, and duty stations that include office or duty telephone numbers, unless it constitutes a clearly unwarranted invasion of personal privacy. 2. All personnel involved in, or responsible for supervision of personnel involved in the custody, maintenance, and use of records containing personal-type information, must be fully aware that it is Department of the Army policy to "protect personal privacy of individuals from unwarranted invasion" and that "criminal prosecution may be brought against individuals for willful unauthorized disclosure of a record or information in a record" (paragraph 1-12, AR 340-21). <p>CAUTION: DO NOT VOLUNTEER INFORMATION FROM ABOVE LIST WHICH IS NOT SPECIFICALLY REQUESTED.</p> <p>Questions pertaining to civilian employees of your office should be referred to your SERVICING CIVILIAN PERSONNEL OFFICE (CPO): _____ Ext: _____</p> <p>The name of the PRIVACY ACT COORDINATOR (MEPS/SECTOR) is: _____ Ext: _____</p> <p>The name of the COMMAND PRIVACY ACT OFFICIAL IS: _____ AV 792-3580 OR (312) 688-3580.</p>		1. Name.	7. Office or duty phone Nos.	2. Rank.	8. Promotion sequence No.	3. Date of Rank.	9. Awards & decorations.	4. Gross salary.	10. Educational level.	5. Present and past duty assignments.	11. Duty status.	6. Future assignments officially established.	
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USMEPCOM FORM 340-21, 1 May 87

Replaces MEPCOM Form 371, 1 Jun 83 which is obsolete.

INSTRUCTIONS: Place USMEPCOM FORM 340-21 on Desk Tops.
The form is available through normal supply channels.