

**PRIVACY ACT INFORMATION FOR DESK TOP**

For use of this form, see USMEPCOM Reg 25-52. 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.

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:

- |  |                                     |
|--|-------------------------------------|
| 1. Name                                      | 7. Office or duty telephone numbers |
| 2. Rank                                      | 8. Promotion sequence number        |
| 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 |                                     |

The following information may be disclosed on **CIVILIAN** employees:

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" (AR 340-21, par. 1-12).

CAUTION: INFORMATION WHICH IS NOT SPECIFICALLY REQUESTED SHOULD NOT BE VOLUNTEERED.

Questions pertaining to civilian employees of your office should be referred to your **SERVICING CIVILIAN PERSONNEL OFFICE (CPO)**:

Name \_\_\_\_\_ Ext. \_\_\_\_\_

MEPS FOIA/PA Officer is:

Name \_\_\_\_\_ Ext. \_\_\_\_\_

Sector FOIA/PA Officer is:

Name \_\_\_\_\_ Ext. \_\_\_\_\_

USMEPCOM FOIA/PA Officer is:

Name \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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