



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL SUPPORT ACTIVITY, NORFOLK  
7918 BLANDY ROAD SUITE 100  
NORFOLK, VIRGINIA 23551-2419

NAVSUPPACTNORVAINST 5211.1A

N4

JUL 10 2006

### NAVSUPPACT NORFOLK INSTRUCTION 5211.1A

Subj: NAVAL SUPPORT ACTIVITY, NORFOLK IMPLEMENTATION OF THE  
PRIVACY ACT

Ref: (a) SECNAVINST 5211.5E  
(b) COMNAVREGMIDLANT/SOPA (ADMIN) HRINST 5211.3

Encl: (1) OPNAV Form 5211/10 (Rev 7/95)

1. Purpose. To establish and implement a Naval Support Activity (NAVSUPPACT), Norfolk Privacy Act Program, which protects the privacy of individuals from unwarranted invasion and to allow an individual to access their records, with the exceptions noted in reference (a).

2. Cancellation. NAVSUPPACTNORVAINST 5211.1

### 3. Definitions

a. Personal Information. Information about an individual, that identifies, relates, or is unique to, or describes him or her (e.g., SSN, age, military rank, civilian grade, marital status, race, salary, home/office phone numbers, etc.)

b. Privacy Act Request. A request from an individual concerning the existence of, access to, or amendment of his/her record located in a system of records.

c. System of Records. A group of records under the control of a Department of the Navy (DON) activity from which information is retrieved by the individual's name or by some identifying number, symbol, or other identifying particular assigned to the individual. System notices for all Privacy Act (PA) systems of records must be published in the Federal Register and are also available for viewing or downloading from the Navy's Privacy Act online web site at <http://www.privacy.navy.mil>

d. System Manager. An official who has overall responsibility for a system of records. He/she may serve at any level in DON. System managers are indicated in the published record system notices. If more than one official is indicated as a system manager, initial responsibility resides with the manager at the appropriate level (i.e., for local records, at the local activity).

4. Action

a. Privacy Act Coordinator will:

(1) Coordinate PA matters and process requests for information;

(2) If any PA request is denied under an exemption, the command will forward the request to Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT) with a copy of the record;

(3) Submit an annual report to COMNAVREG MIDLANT by January 15 as per reference (a) by utilizing the updated enclosure provided on the web site at [www.privacy.navy.mil](http://www.privacy.navy.mil)

b. Members of NAVSUPPACT Norfolk will:

(1) Not disclose by any means of communication any information contained in a system of records to anyone, except as authorized by reference (a);

(2) Not maintain unpublished official files, which fall within the PA;

(3) Safeguard the privacy and confidentiality of personal information contained in a system of records; and

(4) Be knowledgeable about the rules of conduct under the PA.

5. Time Requirements

a. A PA request will be acknowledged in writing within ten working days of receipt by the PA Coordinator.

b. The acknowledgement will identify the request and advise the individual when he/she will be informed of action taken on the request.

c. Determination and required action on initial requests will be completed within 30 working days of receipt, if possible.

6. Denial Authority. Only COMNAVREG MIDLANT is authorized to deny requests for notification, access and amendment made under reference (a), when the records relate to matters within his respective area of command, technical or administrative responsibilities.

7. Review Authority. Administrative review of initial denials or requests for notification, access or amendment of records rests with the Judge Advocate General (Code 34) and the Office of General Counsel.

8. Disclosure Accounting. Each activity is responsible for keeping an accurate accounting of the date, nature, and purpose of the disclosure of their records and the name and address of the person or agency to whom the disclosures are made. When the disclosure is made by an activity other than the activity responsible for maintaining the record, the activity making the disclosure is responsible for giving written notification to the activity responsible for maintaining the record. Granting a PA Request is not a "disclosure" for this purpose.

9. Review System of Records

a. The DON publishes in the Federal Register, a systems notice describing all of the Navy's systems of records. Reference (b) is a compilation of this information.

b. The annual OPNAV Notice 5211 (Current Privacy Act Issuances) delineates the categories of files under each system notice, which the Navy is authorized to maintain, and identifies local activities which are authorized to maintain records of the type contained in each system of records.

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c. It is unlawful to maintain records containing personal information unless a systems notice has been previously published in the Federal Register. No unpublished system of records on individuals will be maintained and no new or significantly changed system will be maintained, and no new or significantly changed system will be established without prior publication in the Federal Register following the provisions of reference (a).



M. A. COLLINS

Distribution: (NAVSUPPACTNORVAINST 5216.1R)  
List II and IV  
NAVBRIG Norfolk (Code 10)

**PRIVACY ACT REPORT**

**RCS: DD-DA&M (AR) 1379**

**DUE DATES:** 1 FEBRUARY: Feeder reports due to Echelon 2 Commands  
1 MARCH: Consolidated reports due to CNO (NO9B30P)  
QUESTIONS: (202) 685-6544/45/46, DSN 325-6544/45/46

**FROM:** \_\_\_\_\_  
Activity  
\_\_\_\_\_  
POC (Name & Rank/Grade)  
\_\_\_\_\_  
Telephone Numbers (Commercial, DSN, FAX)

**TO:** YOUR ECHELON 2 COMMAND FOR CONSOLIDATION  
ECHELON 2 CONSOLIDATED REPORT: Chief of Naval Operations (NO9B30P),  
2000 Navy Pentagon, Washington, DC 20350-2000 or Fax to (202) 685-6580/  
DSN 325-6580.

Check here for negative report   
(Units afloat and operational aviation squadrons who have not received requests are exempt from reporting).

**SECTION A: (To be completed by all naval activities that received/responded to a PA request during the reporting period).**

- |   |                      |
|---|----------------------|
| 1. Total Number of Access Requests (Received and responded to during the reporting period)    | <input type="text"/> |
| a. Granted in whole   | <input type="text"/> |
| b. Granted in part  | <input type="text"/> |
| c. Number wholly denied   | <input type="text"/> |
| d. Number for which no record was found   | <input type="text"/> |
| 2. Total Number of Amendment Requests (Received and responded to during the reporting period) | <input type="text"/> |
| a. Granted in whole   | <input type="text"/> |
| b. Granted in part  | <input type="text"/> |
| c. Number wholly denied   | <input type="text"/> |

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3. Results of System Manager Review Conducted During Calendar Year  
(See SECNAVINST 5211.5D, paragraphs 7e(2)(b) through (e)).

4. Describe Privacy Act training given to employees to ensure the security and confidentiality of records; to protect against any anticipated threats to their security or integrity that could result in harm, embarrassment, etc., to any individual on whom information is maintained (see paragraph (e)(10) of the Act).

**SECTION B: (To be completed by ASN(M&RA)/OGC/NJAG only**

- 1. Total Number of Appeals of Denials of Access (Received and responded to during the reporting period)
- a. Granted in whole
- b. Granted in part
- c. Number wholly denied
- d. Number for which no record was found
- 2. Total Number of Appeals of Denials of Amendment (Received and responded to during the reporting period)
- a. Granted in whole
- b. Granted in part
- c. Number wholly denied

3. Provide a brief description of any litigation decided during the reporting period that resulted in a change to DON practices or affected guidance issued by OMB.