

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Computerized data base; microfiche; and paper records.

**RETRIEVABILITY:**

Social Security Number and individual or unit name.

**SAFEGUARDS:**

Automated data base requires authorized access; password protected; some user sites only have read capability; designated user capability regarding add/delete/change functions. Paper and microfiche records are under the control of authorized personnel during working hours and the office space in which records are located is locked outside official working hours.

**RETENTION AND DISPOSAL:**

Permanent. A duplicate copy of the active file is provided to the National Archives and Records Administration. History files for the years 1967 to 1989 have been transferred to NARA.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief of Naval Operations (N09B33/BDM), 2000 Navy Pentagon, Washington, DC 20350-2000.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to Chief of Naval Operations (N09B33/BDM), 2000 Navy Pentagon, Washington, DC 20350-2000.

Request should include full name, Social Security Number, award time-frame, and service component.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Chief of Naval Operations (N09B33/BDM), 2000 Navy Pentagon, Washington, DC 20350-2000.

Request should include full name, Social Security Number, award time-frame, and service component.

**CONTESTING RECORD PROCEDURES:**

The Navy's rules for accessing records and contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

OPNAV Form 1650/3, Personal Award Recommendation Form, general orders, award letter 1650.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**N03501-2**

**SYSTEM NAME:**

Navy Recovery Data Base System.

**SYSTEM LOCATION:**

**PRIMARY LOCATION:**

Commander, Naval Facilities Engineering Command (Code 0622), 200 Stovall Street, Alexandria, VA 22332-2300.

**SECONDARY SYSTEM:**

Principal Planning Agents are the Commander, U.S. Pacific Fleet, 250 Makalapa Drive, Pearl Harbor, HI 96860-7000 and Commander, U.S. Atlantic Fleet, Norfolk, VA 23511-2487. The Regional Planning Agents are the Commander, Naval Base, Seattle, WA 98115-5012, the Commandant Naval District Washington, Washington Navy Yard, Washington, DC 20374-2002; the Commander, Naval Base San Francisco, Naval Station, Treasure Island, San Francisco, CA 94130-5018; the Commander, Naval Base, 937 North Harbor Drive, San Diego, CA 93132-5100; the Commander, Naval Base, Box 110, Pearl Harbor, HI 96860; the Commander, Naval Base, Philadelphia, PA 19112-5098; the Commander, Naval Base, Norfolk, VA 23511-6002; the Commander, Naval Training Center, Building 1, Great Lakes, IL 60088-5026; the Chief of Naval Air Training, Naval Air Station, Corpus Christi, TX 78419-5100 and the Commander, Naval Base, Charleston, SC 29408-5100.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Selected Naval Reserve Officers assigned to appropriate civil/military headquarters to represent Department of the Navy (DON) planning agents in planning and coordinating DON assistance to civil authorities in civil emergencies/disasters.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Names, home addresses and telephone numbers of Navy Reserve Officers currently assigned to the program.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations.

**PURPOSE(S):**

To assist in the operation and administration of the Department of the Navy Civil Disaster Assistance Program.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The DoD "Blanket Routine Uses" that appear at the beginning of the Navy's compilation of systems of records notices apply to this system.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

The media in which these records are stored vary; but include magnetic disks and file copies.

**RETRIEVABILITY:**

Automated records may be retrieved by name or area of responsibility.

**SAFEGUARDS:**

Records are available only to authorized personnel having a need-to-know through the use of access codes and encrypted data.

**RETENTION AND DISPOSAL:**

Records on Navy Reserve Officers are retained only for their tour of duty while assigned to the program and superseded data is removed from the system or destroyed.

**SYSTEM MANAGER(S) AND ADDRESS:**

Commander, Naval Facilities Engineering Command (FAC 0622), 200 Stovall Street, Alexandria, VA 22332-2300.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commander, Naval Facilities Engineering Command (FAC 0622), 200 Stovall Street, Alexandria, VA 22332-2300.

Requests received by mail must be accompanied by the individual's full name and a statement verifying the requester's identity. Requesters may also inquire in person at the naval base or station. In such case, proof of identity will consist of full name and a positive piece of identification such as a driver's license or DOD I.D. card.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commander, Naval