

Automated records retrieved by key to any data field.

#### SAFEGUARDS:

Records maintained in monitored or controlled access rooms or areas; public access to the records is not permitted; computer hardware is located in supervised areas; access is controlled by password or other user code system; utilization reviews ensure that the system is not violated. Access is restricted to personnel having a need for the record in the performance of their duties. Buildings/rooms locked outside regular working hours.

#### RETENTION AND DISPOSAL:

Medical Department personnel professional development and training records; Headquarters, BUMED records—retained at BUMED for duration of member's service, then retired to NPRC, St. Louis for 10 year retention; COMNAVMECON field activities—retained 5 years, then destroyed.

Radiation exposure records; personnel exceeding exposure limits—retained at BUMED 50 years, then destroyed; all others—retained 5 years, then destroyed.

Surgical support team records; Headquarters, BUMED—destroyed upon termination of active duty service; BUMED field activities—destroyed upon termination of duty at the Medical Department facility.

Curricular vitae of lecturers/consultants—destroyed upon termination of status at the Medical Department facility.

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

Commander, Bureau of Medicine and Surgery, Navy Department, Washington, DC 20372-5120; Director, National Personnel Records Center, (Military Personnel Records), 9700 Page Avenue, St. Louis, MO 63132-5100; Director, National Personnel Records Center, (Civilian Personnel Records), 111 Winnebago Street, St. Louis, MO 63118; Commanding Officers of naval activities, ships and stations.

#### NOTIFICATION PROCEDURE:

Offices where requester may visit to obtain information of records pertaining to the individual: Potomac Annex, 23rd and E Streets, NW., Washington, DC 20372-5120; Navy medical centers and hospitals; other Navy health care facilities; and BUMED managed education and training facilities.

The individual should present proof of identification such as an I.D. Card, driver's license, or other type of identification bearing signature and photograph.

Written requests may be addressed as follows:

Active duty Navy members or civilian employees presently working for the Navy should address requests to the Commanding Officer of the Facility or ship where they are stationed or employed.

Former members of the Navy should address requests to the Director, National Personnel Records Center, (Military Personnel Records), 9700 Page Avenue, St. Louis, MO 63132-5100.

Former civilian employees of the Navy should address requests to the Director, National Personnel Records Center, (Civilian Personnel Records), 111 Winnebago Street, St. Louis, MO 63118.

All written requests should contain full name, rank, Social Security Number, file number (if any) and designator.

#### RECORD ACCESS PROCEDURES:

Offices where requester may visit to obtain information of records pertaining to the individual: Potomac Annex, 23rd and E Streets, NW., Washington, DC 20372-5120; Navy medical centers and hospitals; other Navy health care facilities; and BUMED managed education and training facilities.

The individual should present proof of identification such as an I.D. Card, driver's license, or other type of identification bearing signature and photograph.

#### WRITTEN REQUESTS MAY BE ADDRESSED AS FOLLOWS:

Active duty Navy members or civilian employees presently working for the Navy should address requests to the Commanding Officer of the Facility or ship where they are stationed or employed.

Former members of the Navy should address requests to the Director, National Personnel Records Center, (Military Personnel Records), 9700 Page Avenue, St. Louis, MO 63132-5100.

Former civilian employees of the Navy should address requests to the Director, National Personnel Records Center, (Civilian Personnel Records), 111 Winnebago Street, St. Louis, MO 63118.

All written requests should contain full name, rank, Social Security Number, file number (if any) and designator.

#### CONTESTING RECORD PROCEDURES:

The Navy's rules for accessing records, and for 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:

Military headquarters, offices and commands; education institutions at training hospitals; boards, colleges and associations of professional licensure and medical specialties; personnel records; information submitted by the individual; automated system interface.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

#### N06150-2

#### SYSTEM NAME:

Health Care Record System (May 22, 1996, 61 FR 25637).

#### Changes

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

Add to end of entry 'Note: This system of records contains individually identifiable health information. The DoD Health Information Privacy Regulation (DoD 6025.18-R) issued pursuant to the Health Insurance Portability and Accountability Act of 1996, applies to most such health information. DoD 6025.18-R may place additional procedural requirements on the uses and disclosures of such information beyond those found in the Privacy Act of 1974 or mentioned in this system of records notice.'

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#### N06150-2

#### SYSTEM NAME:

Health Care Record System.

#### SYSTEM LOCATION:

Military outpatient health (medical and dental) records of active duty individuals are retained at the member's medical or dental treatment facility. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

Military outpatient health (medical and dental) records of current reservists are retained by the member's command. Military outpatient health (medical and dental) records of retired and separated individuals are retained at the National Personnel Records Center, 9700 Page Avenue, St. Louis, MO 63132-5100; Naval Reserve Personnel Center, 4400 Dauphine Street, New Orleans, LA 70149-7800; Marine Corps Reserve Support Center, 10905 El Monte,