



PRIVACY ACT STATEMENT

Information which you provide to the Commander Navy Installations Command (CNIC) Nonappropriated Fund (NAF) Human Resources will be treated in a sensitive manner and will be managed per the Privacy Act of 1974, 5 U.S.C. § 552a. The information provided by the client to CNIC NAF Human Resources is not privileged. Although the information solicited is intended to aid CNIC NAF Human Resources in assisting you, certain kinds of information may be provided by CNIC to others as required by law or regulation. Routine uses for the CNIC NAF Human Resources record system are listed in the Privacy Act Statement below.

1. AUTHORITY:

5 U.S.C. § 301, Departmental Regulations; Equal Employment Act of 1972; Executive Order 9397 (SSN); and 10 U.S.C. § 5031.

2. PURPOSE:

To determine suitability for employment, transfer, promotion or retention; to verify employment; to track travel performed and verify employee received proper remuneration for the travel performed; to process appraisals and salary increases; to provide a unique identification number that can be extracted into other systems with employee credentials (i.e., name, title, supervisor, department) for Information Technology systems account access and user provisioning purposes; to recognize accomplishments and contributions made by employees, and to administer and adjudicate discipline, grievances, complaints, appeals, litigation, and program evaluations.

3. ROUTINE USES:

In addition to using the information you give us for the "principal purpose" given above, your information may be used for one or more of the "routine uses" listed in the Federal Register notice for this system (including the blanket routine uses that are applicable to all Navy Privacy Act systems of records). This Federal Register notice is available at <http://www.doncio.navy.mil>. Note that routine use does not apply in situations in which restricted reporting is allowed and elected. Four of the more important routine uses are:

- a. Disclosure to State and local government authorities per State or local laws requiring the reporting of suspected child abuse or neglect
- b. Disclosure to the appropriate Federal, State, local, or foreign agency charged with enforcing a law, where CNIC NAF Human Resources records indicate that a violation of the law may have occurred
- c. Disclosure to certain foreign authorities in connection with international agreements, including Status of Forces Agreements (SOFAs)
- d. Disclosure to the Department of Justice for litigation purposes.

4. DISCLOSURE:

Disclosure of information is voluntary; however, failure to disclose personal information in relation to individual's position responsibilities may subject the individual to adverse personnel action.

I have read and understand the above Privacy Act Statement regarding the information which may be provided to CNIC by me.

Signature

Date

11.08.11