

## **PRIVACY ACT SYSTEMS OF RECORDS NOTICES (PA SORNs)**

Information on this website replaces OPNAVNOTE 5211, Navy Privacy Act Systems of Records Notices dated 18 April 1995.

### **Background**

The Privacy Act allows Executive Branch agencies to collect, maintain, and disseminate information on individuals affiliated with that agency. If you have never been affiliated with the U.S. Marine Corps, we would not be maintaining information on you.

### **About the U.S. Marine Corps' Privacy Act Systems of Records**

The USMC maintains an [index](#) and copies of each USMC generated PA SORN. The USMC's inventory of PA SORNs identifies under "Exemptions claimed for this system" those systems which are exempt from access under the provisions of the Privacy Act. A listing of the Department of the Navy's exempt systems of records notices is located at 32 Code of Federal Regulations, Part 701.

### **What is a Privacy Act Systems of Records Notice?**

The Privacy Act Systems of Records Notices are a blueprint for collecting, maintaining, and disseminating information.

### **Role of the Privacy Act Systems Manager**

PA systems managers are responsible for ensuring that files maintained within their System of Records collection(s) are accurate, timely, and complete, and compliant with rulemaking established by the Privacy Act of 1974. They are encouraged to train their personnel on the safeguarding, handling, and disposal of such records and should post their PA SORNs so that personnel assigned responsibility for handling such records understand their responsibilities.

Privacy Act Systems of Records Managers are required to annually review their PA SORNs and provide HQMC (ARSF) with any required changes. They are also responsible for responding to 1st party Privacy Act requests for access to records maintained within their System of Records collection(s). Additionally, they are responsible for responding to any "official" request that seeks access pursuant to one of the 12 exceptions to the "No Disclosure Without Consent" rulemaking of the Privacy Act. These [exceptions](#) are set out in 5 U.S.C. 552a(b)(1) through (b)(12). The System of Records Manager will maintain a [Disclosure Accounting Record](#) (OPNAV Form 5211/9) with each Record File that records these types of disclosures. The Disclosure Accounting Record should be made available to any Record Subject upon request.

Privacy Act Systems of Records Managers are also responsible for processing and responding to 1st party requests for alteration or amendment to records maintained within their System of Records collection(s).

### **How to Access a Privacy Act Record**

Individuals seeking access to records maintained in a specific PA System of Records collection should review the Notification Procedure, Record Access Procedure, and Retention and Disposal sections of the applicable governing PA SORN.

### **Commonly Requested Records**

The USMC receives hundreds of requests from former military members for access to their personnel and medical records.

Please be advised that, for Marines who died while in service or fulfilled their contract requirements prior to 1996, their Official Military Personnel Files (OMPFs) have been transferred to the National Personnel Records Center, Military Personnel Records Branch and are no longer in the possession of the Marine Corps. Marines seeking to obtain copies of their own OMPF records may write directly to the Director, National Personnel Records Center, Military Personnel Records Branch, 9700 Page Avenue, St. Louis, MO 63132-5100 or electronically request their records online at <http://www.archives.gov/veterans/evetrecs/index.html> OMPFs for Marines who died while in service or fulfilled their contract requirements in 1996 or later are maintained in digitized format by the Manpower and Reserve Affairs (M&RA) Department of this Headquarters. Marines seeking to obtain copies of their own OMPF records may contact the M&RA (MMSB) directly by writing to Commandant of the Marine Corps, Manpower and Reserve Affairs Department, Manpower Management Division, Personnel Support Branch, 2008 Elliot Road, MCB Quantico, VA 22134-5002.

Third party requesters seeking access to records of former members should include a written release authorization from the member or proof that they are deceased, if they wish the maximum information that can be released by law. Without such authorization, only minimal information can be released. Third party requesters seeking access to OMPFs maintained by NPRC should direct written requests to the NPRC address cited above. Individuals seeking access to OMPFs maintained by M&RA should direct written requests to the Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, FOIA/PA Section (ARSF), 2 Navy Annex, Washington, DC 20380-1775. Official Personnel Files (OPFs) of former Marine Corps civilian employees are held by the Director, National Personnel Records Center, Civilian Personnel Records Branch, 111 Winnebago Street, St. Louis, MO 63118. Requesters seeking access to these records should direct their requests to that official.