

PRIVACY ACT STATEMENT

When soliciting information (i.e., SSN, home address) and inclusion in a system of records, the following information must be presented to the person:

- AUTHORITY: The specific federal statute or executive order that authorizes collection of the requested information.
- PRINCIPAL PURPOSE(S): The purpose or purposes for which the information is to be used.
- ROUTINE USE(S): How the information is going to be used outside the Department of Defense.
- MANDATORY OR VOLUNTARY: If the statute or executive order provides a penalty for not providing the information, than it is mandatory.

SAMPLE PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. Section 3013, Secretary of the Army; AR 600-20, Army Command Policy and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(s): To provide a means for filing a complaint based on discrimination due to race, color religion, gender, or national origin.

ROUTINE USE(S): None. The "Blanket Routine Uses" set forth at the beginning of the Army's Compilation of Systems of Record Notices also applies to this system.

DISCLOSURE: Voluntary. However, failure to provide all the requested information could lead to rejection of complaint for inadequate data.