



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

5211  
Ser DNS-36/6U833273  
7 Sep 06

From: Chief of Naval Operations

Subj: RECALL ROSTERS

Ref: (a) CNO ltr Ser N09B10/2U512894 of 22 Mar 02, Subj:  
Privacy Act (PA) Policy Issues

Encl: (1) PA System of Records Notice NM05000-2, Organization  
Management and Locator System

1. This memo replaces reference (a) with regard to recall rosters. Please distribute to your organization as this will answer lots of questions and provides you with a sample Privacy Act Statement (PAS) to be used when soliciting information for compiling a recall roster. A copy will be posted on the Navy's PA On-line Web Site at <http://privacy.navy.mil> under Policies.

2. On 15 Aug 06, PA systems notice NM05000-2 was altered and renamed "Organization Management and Locator System." In essence, it combined two systems: NM05000-2, Administrative Personnel Management System and NM05000-3, Organization Locator and Social Roster. With the issuance of the altered system, NM05000-3 will be deleted from the Navy's inventory in the next few weeks.

3. NM05000-2 is a system that allows activities to track and manage their personnel. One of its purposes is to permit activities to collect information to compile a recall roster. A recall roster should contain limited information on which to recall an individual. For example: name, addresses (work, home, and email), and telephone numbers (home, work, cell). Activities SHOULD NOT include social security numbers on a recall roster.

4. When directly soliciting personal information from an individual, whether in writing or electronically, to compile or validate a recall roster, activities must include a PAS. The PAS is designed to apprise the requester of the authority that permits collection, the purpose for the collection, who will routinely have access to the information, and whether disclosure is voluntary or mandatory. A sample PAS for use in requesting information for a recall roster is as follows:

**Authority:** 5 U.S.C. 301, Departmental Regulations (for US Pacific Command and US Joint Forces Command personnel); 10 U.S.C. 5013 (for Navy personnel); 10 U.S.C. 5041 (for Marine Corps personnel).

**Purpose:** To recall personnel and/or notify them of office closings.

**Routine Uses:** Information is close-hold and shared with only those with a need-to-know. Supervisory personnel will have access to information concerning their employees. Administrative/web personnel will have access for purposes of maintaining the data base. Disclosure of information is treated as "For Official Use Only - Privacy Sensitive."

**Disclosure:** Mandatory for military. Mandatory for civilian employees who have been designated by their organization as "emergency personnel", voluntary for all others. However, failure to provide the requested information may result in not being contacted regarding a recall or office closure.

5. Once the recall roster is compiled, it should be marked "For Official Use Only - Privacy Sensitive - Any misuse or unauthorized disclosure may result in civil and criminal penalties." This warning alerts the holder as to their responsibility to protect the information.

6. Dissemination of the recall roster is driven by an official need-to-know. In many cases, activities will limit access to those individuals who need to have access to specific information, rather than to the entire recall roster. For example, the Commanding Officer and Executive Officer may require access to the entire roster, while a division director or branch head may only require access to information on individuals under their control.

7. Some individuals may not wish to provide information for a recall roster. Activities are reminded that collection is mandatory if the agency is able to impose a penalty on the individual for failing to provide the information. Human Resource specialists advise that there is no penalty for civilians not providing personal information, except in those cases where their contract requires them to work as "emergency personnel." For military members providing the requested information is mandatory because they must comply with a lawful order or face disciplinary action.

8. Individuals who have unlisted numbers may not wish them posted on a recall roster. It is therefore recommended that such individuals provide the information to their supervisor and that the recall roster be annotated as follows: "unlisted - held by supervisor."

9. Posting a recall roster on an Internet site is strictly prohibited because of personal privacy. A recall roster may, however, be posted on an Intranet web site that is password protected, as long as viewing is limited to those officials having an official need-to-know.

10. As we strive to conduct business in a Privacy sensitive environment, it is our goal to ensure that we properly apprise individuals as to why we are collecting the information and ensure that we protect and safeguard all personally identifiable information from inadvertent disclosure.

11. NM05000-2 accommodates the collection of information for various purposes. DON activities, US Pacific Command, and US Joint Forces Command are advised that combining recall and social rosters into one document is inappropriate since they serve different purposes. Further, information authorized for collection under PA systems notice N01754-4, Navy Family Accountability and Assessment System (NFAAS), also collects a separate set of information and should not be included as part of a recall roster.



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By direction

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## NM05000-2

### **System name:**

Organization Management and Locator System (August 15, 2006, 71 FR 46898).

### **System location:**

Organizational elements of the Department of the Navy. Official mailing addresses are published in the Standard Navy Distribution List that is available at <http://doni.dla.mil/sndl.aspx>.

Commander, U.S. Joint Forces Command, 1562 Mitscher Avenue, Suite 200, Norfolk, VA 23551-2488.

Commander, U.S. Pacific Command, P.O. Box 64028, Camp H.M. Smith, HI 96861-4028.

### **Categories of individuals covered by the system:**

Military, civilian, and contractor personnel attached to the activity; former members; applicants for civilian employment, visitors, volunteers, guests, and invitees; and dependent family members.

### **Categories of records in the system:**

Records, correspondence, and databases needed to manage personnel, projects, and access to programs. Information consists of name; social Security Number; date of birth; photo identification; grade and series or rank/rate; biographical data; security clearance; education; experience characteristics and training histories; qualifications; Common Access Card (CAC) issuance and expiration; food service meal entitlement code; trade; hire/termination dates; type of appointment; leave; location; assigned organization code and/or work center code; Military Occupational Series (MOS); labor code; payments for training, travel advances and claims; hours assigned and worked; routine and emergency assignments; functional responsibilities; access to secure spaces and issuance of keys; travel; retention group; vehicle parking; disaster control; community relations (blood donor, etc); employee recreation programs; retirement category; awards; property custody; personnel actions/dates; violations of rules; physical handicaps and health/safety data; veterans preference; postal address; location of dependents and next of kin and their addresses; computer use responsibility

agreements; and other data needed for personnel, financial, line, safety and security management, as appropriate.

**Authority for maintenance of the system:**

10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN).

**Purpose(s):**

To manage, supervise, and administer programs for all Department of the Navy civilian, military, and contractor personnel. Information is used to prepare organizational locator, recall rosters, and social rosters; notify personnel of arrival of visitors; locate individuals on routine and/or emergency matters; locate individuals during medical emergencies, facility evacuations and similar threat situations; provide mail distribution and forwarding addresses; compile a social roster for official and non-official functions; send personal greetings and invitations; track attendance at training; identify routine and special work assignments; determine clearance for access control; identify record handlers of hazardous materials; record rental of welfare and recreational equipment; track beneficial suggestions and awards; control the budget; travel claims; track manpower, grades, and personnel actions; maintain statistics for minorities; track employment; track labor costing; prepare watch bills; project retirement losses; verify employment to requesting banking activities; rental and credit organizations; name change locations; checklist prior to leaving activity; safety reporting/monitoring; and, similar administrative uses requiring personnel data.

To arbitrators and hearing examiners for use in civilian personnel matters relating to civilian grievances and appeals.

To authenticate authorization for access to services and spaces such as Morale, Welfare, and Recreation (MWR) facilities and food services.

**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:**

Electronic databases and paper records.

**Retrievability:**

Name, Social Security Number, employee badge number, case number, organization, work center and/or job order, and supervisor's shop and code.

**Safeguards:**

Password controlled system, file, and element access based on predefined need-to-know. Physical access to terminals, terminal rooms, buildings and activities' grounds are controlled by locked terminals and rooms, guards, personnel screening and visitor registers.

**Retention and disposal:**

Destroy when no longer needed or after two years, whichever is later.

**System manager(s) and address:**

Commanding officer of the activity in question. Official mailing addresses are published in the Standard Navy Distribution List that is available at <http://doni.daps.dla.mil/sndl.aspx>.

**Notification procedure:**

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the commanding officer of the activity in question. Official mailing addresses are published in the Standard Navy Distribution List that is available at <http://doni.daps.dla.mil/sndl.aspx>.

The request should include full name, Social Security Number, and address of the individual concerned and should be signed.

**Record access procedures:**

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the commanding officer of the activity in question. Official mailing addresses are published in the Standard Navy Distribution List that is available at <http://doni.daps.dla.mil/sndl.aspx>.

The request should include full name, Social Security Number, and address of the individual concerned and should be signed.

**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:**

Individual; Defense Manpower Data Center; employment papers; records of the organization; official personnel jackets; supervisors; official travel orders; educational institutions; applications; duty officer; investigations; OPM officials; and/or members of the American Red Cross.

**Exemptions claimed for the system:**

None.