

**SYSTEM NAME AND NUMBER:** Investigative Records Repository, DMDC 11 DoD (September 18, 2019; 84 FR 49101).

**SECURITY CLASSIFICATION:** Classified.

**SYSTEM LOCATION:** Department of the Army, Defense Manpower Data Center, 1600 Spearhead Division Avenue, Department 548, AHRC-PSI-DMD, Fort Knox, KY 40122-5504.

**SYSTEM MANAGER(S):** Director, Defense Manpower Data Center, 4800 Mark Center Drive, Alexandria, VA 22350-6000. Email: dodhra.dodcmb.dmdc.mbx.webmaster@mail.mil.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** 10 U.S.C. 615, Armed Forces, Information furnished to selection boards; E.O. 10450, Security Requirements for Government Employment; DoD Directive 5200.2, Department of Defense Personnel Security Program; DoD Directive 5200.27 (Section IV A and B), Acquisition of Information Concerning Persons and Organizations not Affiliated with the Department of Defense; DoD Directive 5220.6, Defense Industrial Personnel Security Clearance Review Program; DoD Instruction 5220.28, Application of Special Eligibility and Clearance Requirements in the SIOP-ESI Program for Contractor Employees; DoD Instruction 5210.91, Polygraph and Credibility Assessment (PCA) Procedures; and E.O. 9397 (SSN), as amended.

**PURPOSE(S) OF THE SYSTEM:** To ensure that the acceptance or retention of persons in sensitive DoD positions or granting individuals, including those employed in defense industry, access to classified information is clearly consistent with national security.

To determine the loyalty, suitability, eligibility, and general trustworthiness of individuals for access to defense information and facilities.

To determine the eligibility and suitability of individuals for entry into and retention in the Armed Forces.

For use in criminal law enforcement investigations, including statutory violations and counterintelligence as well as counterespionage and other security matters.

For use in military boards selecting military members for promotion to grades above 0-6.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Military personnel who are active duty; applicants for enlistment or appointment; members of Reserve units; National guardsmen; DoD civilian personnel who are paid from appropriated funds; industrial or contractor personnel who are working in private industry in firms which have contracts involving access to classified DoD information or installations; Red Cross personnel and personnel paid from non-appropriated funds who have DoD affiliation; Reserve Officers' Training Corps (ROTC) cadets; former military personnel; and individuals residing on, have authorized official access to, or conducting or operating any business or other functions at any DoD installation or facility and had an investigation initiated by the Defense Security Service before 3 February 2006.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Name; Social Security Number (SSN); date of birth; gender; aliases; official reports of investigation (ROIs) prepared by DoD, Federal, state, or local official investigative activities; industrial security administrative inquiries (AISs).

Attachments to ROIs or AISs including exhibits, subject or interviewee statements, police records, polygraph technical reports, medical records, credit bureau reports, employment records, education records, release statements, summaries of, or extracts from other similar records or reports.

Case control and management documents which are not reports of investigation, but which serve as the basis for investigation, or which serve to guide and facilitate investigative activity, including documents providing the data to open and conduct the case; and documents initiated by the subject.

Defense Manpower Data Center file administration and management documents accounting for the disclosure of, control of, and access to a file.

**RECORD SOURCE CATEGORIES:** Subjects of investigations; records of other DoD activities and components; Federal, state, county, and municipal records; employment records of private business and industrial firms; educational and disciplinary records of schools, colleges, universities, technical and trade schools; hospital, clinic, and other medical records.

Records of commercial enterprises such as real estate agencies, credit bureaus, loan companies, credit unions, banks, and other financial institutions which maintain credit information on individuals.

The interview of individuals who are thought to have knowledge of the subject's background and activities.

The interview of witnesses, victims, and confidential sources.

The interview of any individuals deemed necessary to complete the investigation.

Directories, rosters, and correspondence.

Any other type of record deemed necessary to complete the investigation.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

For maintenance and use by the requesting activity when collected during reciprocal investigations conducted for other DoD and federal investigative elements.

For dissemination to federal agencies or other DoD components when information regarding personnel security matters is reported by Information Summary Report.

The DoD 'Blanket Routine Uses' published at the beginning of the Office of the Secretary of Defense compilation of systems of records notices apply to this system.

**POLICIES AND PRACTICES FOR STORAGE OF RECORDS:** Paper file folders, microfiche, and electronic storage media.

**POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS:** Information is retrieved by SSN.

**POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS:** Retention of closed investigative files is authorized for 15 years, except as follows:

(1) Files which have resulted in final adverse action against an individual will be retained 25 years;

(2) Polygraph technical reports and physiological test data are disposition pending. Until the National Archives and Records Administration approves a retention and disposal schedule, records will be treated as permanent.

**ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS:** Completed investigative records are stored in secured areas accessible only to authorized DMDC personnel who have a need-to-know. Paper records and microfiche are maintained in safes and locked rooms and electronic records are protected from access by 'fail-safe' system software. The entire building housing these records is protected by guards 24-hours a day, and all visitors must register through the site security office.

**RECORD ACCESS PROCEDURES:** Individuals seeking access to information about themselves contained in this system must send written signed inquiries to Department of the Army, Defense Manpower Data Center, 1600 Spearhead Division Avenue, Department 548, AHRC-PSI-DMD, Fort Knox, KY 40122-5504.

Signed written requests must contain the subject's full name, SSN, date and place of birth, a description of the records sought, and a current return address.

In addition, the requester must provide either a notarized statement or an unsworn declaration made in accordance with 28 U.S.C. 1746, in the following format:

If executed outside the United States: "I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on (date). (Signature)."

If executed within the United States, its territories, possessions, or commonwealths: "I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct. Executed on (date). (Signature)."

**CONTESTING RECORD PROCEDURES:** The Office of the Secretary of Defense/Joint Staff rules for accessing records, contesting contents, and appealing initial agency determinations

are contained in Office of the Secretary of Defense Administrative Instruction 81; 32 CFR part 311; or may be obtained from the system manager.

**NOTIFICATION PROCEDURES:** Individuals seeking to determine if information about themselves is contained in this system should address written inquiries to: Department of the Army, Defense Manpower Data Center, 1600 Spearhead Division Avenue, Department 548, AHRC-PSI-DMD, Fort Knox, KY 40122-5504.

Signed, written requests should contain the individual's full name, telephone number, street address, email address, and name and number of this system of records notice.

In addition, the requester must provide either a notarized statement or an unsworn declaration made in accordance with 28 U.S.C. 1746, in the following format:

If executed outside the United States: "I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on (date). (Signature)."

If executed within the United States, its territories, possessions, or commonwealths: "I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct. Executed on (date). (Signature)."

**EXEMPTIONS PROMULGATED FOR THE SYSTEM:** Investigatory material compiled for law enforcement purposes may be exempt pursuant to 5 U.S.C. 552a(k)(2). However, if an individual is denied any right, privilege, or benefit for which he would otherwise be entitled by Federal law or for which he would otherwise be eligible, as a result of the maintenance of such information, the individual will be provided access to such information except to the extent that disclosure would reveal the identity of a confidential source.

Investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for federal civilian employment, military service, federal contracts, or access to classified information may be exempt pursuant to 5 U.S.C. 552a(k)(5), but only to the extent that such material would reveal the identity of a confidential source.

An exemption rule for this record system has been promulgated in accordance with the requirements of 5 U.S.C. 553(b) (1), (2), and (3), (c) and (e) and published in 32 CFR part 311. For additional information contact the system manager.

**HISTORY:** September 30, 2011, 76 FR 60812.